

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

PROPOSED

COMMAND/ORGANIZATIONAL UNIT Fort Tejon / 430		DIVISION Central			
CIVIL SERVICE CLASSIFICATION TITLE Maintenance Worker		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-430-2029-961		CURRENT DATE 06/01/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY			
☐ YES ☒ NO	☐ YES ☒ NO	APPROVED BY		DATE	

FUNCTION OF POSITION

Under the direction of the Sergeant, the Maintenance Worker is responsible for assisting the Automotive Technician with a combination of duties in automotive maintenance and records. The Maintenance Worker is also responsible for office janitorial work, and outside grounds maintenance as required by the job for the Fort Tejon Area.

SUPERVISION RECEIVED

The Maintenance Worker reports directly to and receives the majority of their assignments from the Sergeant. However, direction and assignments may also come from the other supervisors and the commander.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
45%	Washes windows, waters and maintains ornamental plantings in and around buildings and parking areas; mows and trims lawns; maintains parking areas; cleans sidewalks; assists in moving and arranging furniture and equipment; polishes metalwork; replaces light globes and tubes.
40%	Checks motor vehicle maintenance schedule records and delivers motor vehicles to service stations and garages for necessary maintenance and repair; reviews repair invoices for completion of job order and correct total charges; keeps records of vehicle repair and maintenance; requisitions and maintains inventories of automotive supplies; makes automotive adjustments and repairs; cleans interior and washes motor vehicles; writes reports.
10%	Cleans and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture and woodwork; empties and cleans waste receptacles; cleans stairways, hallways, restrooms, office, and lobbies; assists in moving and arranging furniture and equipment; polishes metalwork; refills lavatory supply dispensers; replaces light globes and tubes.
	<u>Non-Essential Functions</u>
5%	Performs other job related duties within the scope of the classification, as assigned.
TOTAL	100%

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PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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