



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	Park Maintenance Worker II	549-717-6768-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Santa Cruz District	Park Maintenance Worker II	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Pajaro Coast Sector	New Brighton State Beach	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		Park Maintenance Supervisor
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the supervision of the Park Maintenance Supervisor, the Park Maintenance Worker II will perform skilled structural and facility maintenance, and repair work throughout the central and south Areas of The Pajaro Coast Sector on a wide variety of park facilities. The incumbent may lead and train a crew of maintenance employees. The reporting location is the New Brighton State Beach Maintenance Shop. May have an alternate reporting location at Sunset State Beach Maintenance Shop. The incumbent's work schedule will be Tuesday to Saturday from 7:00 AM to 3:30 PM.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	FACILITY MAINTENANCE Perform carpentry, painting, electrical, plumbing, masonry, roofing and other work for the facility maintenance program. Perform work on a wide variety of park facilities, utility systems, roads, trails, and other miscellaneous facilities. Ensure all repairs and tasks are performed with due regard to safety and sensitivity to the resource and meet applicable Federal, State, and County codes. Maintain trees, shrubs, lawns, flowers, and native vegetation; where necessary, clean campgrounds, picnic sites and other public facilities, and collect and dispose of refuse. Acts as a lead worker on projects and may train less skilled employees or agency work crews in projects and minor repairs. Work with district Natural Resources staff to identify and safely remove hazardous trees. Document all work performed, keeping accurate drawings and records of time and materials used. Maintains personal protective equipment and uses PPE as described in the Material Safety Sheets.	
20%	ADMINISTRATION Responsible for purchasing and completing purchase documentation, such as, P-card, DPR 285, Purchase Orders, and assist with standard contracts. Orders materials, supplies and maintains inventory. Preparing reports, keeping records and entering data into the MAXIMO database and generating work orders. Actively participates in staff meetings, attends seminars, classes and meetings as required to complete job assignments in an effective, safe, efficient manner. Identifies projects and completes P.E.F. scoping forms. Completes time sheets accurately and in a timely manner. Completes various daily and monthly vehicle inspection logs.	
20%	LEAD PERSON RESPONSIBILITY	

	Provide leadership by counseling, assisting in performance appraisal and evaluation, planning and scheduling of work assignments, and the follow-up, review and inspection of completed work or work in progress; assist in conducting informal employee training activities; assist in the recruitment of seasonal employees and recommend hiring and separating seasonal employees. Assist in the planning, coordination and review of environmental resource protection and real property management activities.	
10%	FACILITY HOUSEKEEPING Maintain the highest standards of cleanliness in all park facilities. Ensure the cleanliness, organization, and serviceability of buildings, offices, public use areas and shops. Assist with project planning, sweep and maintain roads, service and employee areas by performing and/or directing litter pick up, vehicle washing, refuse collection/disposal, cleaning activities and housekeeping.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Reads and stays current with Departmental and District policy, rules, regulations and procedures.	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Typical work activities may involve frequent and prolonged periods of standing and walking. May have moderate exposure to dirt, dust, fumes, unpleasant odors and/or loud noises.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a Class “C” Driver’s License. May require heavy physical work including lifting, pushing or pulling. The incumbent will be required to assist with Sector wide projects and may be required to assist with Districtwide operations based on operational need.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE