



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Maintenance Worker I	549-732-6767-005
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Park Maintenance Worker I	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Cultural Resources	Indian Grinding Rock SHP	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		Staff Park & Recreation Specialist
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 direction of the Staff Park and Recreation Specialist, the Park Maintenance Worker I will lead and instruct seasonal employees and special program crews. This position will support the facility and property maintenance necessary to create a safe and comfortable environment for visitors, campers, partners, staff and the public. The reporting location for this position is Indian Grinding Rock State Historic Park Shop, 14881 Pine Grove-Volcano Road; Pine Grove, CA 95665 and may be required to report anywhere throughout the District. The incumbents workweek schedule will be Sunday to Thursday 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	
35%	Facility Maintenance Uses skills in all phases of carpentry, painting, electrical, masonry, plumbing, roofing, and other work required to help in the maintenance, repair, and construction of a wide variety of park facilities; clears and maintains trails, trim trees and other vegetation; mows along roadsides, around buildings, and throughout campgrounds for fire safety and to prevent injuries to customers; maintains gates and barrier structures in a secure, safe, and usable condition; maintains repair and/or replace signs; patch potholes on roadways and clears ditches and culverts. Acts as lead person for projects performed by volunteers and train a crew of maintenance employees. Analyzes maintenance problems and takes appropriate corrective action. Assist supervisor in ordering and purchasing supplies and materials. Operates snow removal equipment when necessary.	
35%	Facility Housekeeping Acts as lead person for the housekeeping function for the unit. Ensure that the restrooms, picnic areas, parking lots, campground areas, and other public-use facilities are kept clean and free of litter, and trash cans are emptied regularly. Organizes and manages storage of supplies and equipment used in park maintenance and housekeeping.	
15%	Equipment Maintenance Performs daily checklist and operates vehicles and other equipment as required and schedules maintenance and regular service for park vehicles. Service, maintain, and conduct routine and minor repairs on all equipment used; including chain saws, line trimmers, mowers, and a variety of power hand tools; maintains equipment in a safe operable condition; cleans equipment and vehicles used each day; maintains accurate logs of mileage usage of	

	fuels and lubricants.	
10%	Administration & Safety Creates and maintains various records necessary for the operation of park units. Organizes a calendar of routine maintenance in collaboration with the park unit supervisor. Inventories and orders materials; obtains bid prices; purchases materials and supplies as directed. Completes time sheet in a correct, neat, and legible manner. Maintains cooperative relations with the public and co-workers. Attends and holds informal tailgate safety meetings as needed; wears appropriate safety equipment for job; carries out assignments and maintains work areas in accordance with established safe job practices; wears seat belts during vehicle use; isolates and/or immediately corrects any problem posing a hazard to customers or employees; reports all injuries, even minor ones, to on-duty supervisors as soon as possible; attends training, refresher courses or fitness tests as required by the Department.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
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		
Work outdoors in various types of weather; work in unpleasant conditions (e.g., bad weather, around sewage). Work in hazardous situations (e.g., around raw sewage, chemicals). Works at elevated heights or near fast moving machinery or traffic.		
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 valid drivers license is required. Ability to perform manual labor (e.g., digging, trenching, lifting, carrying, loading). Requires repetitive movement of heavy objects and ability to walk across uneven terrain in both uphill and downhill conditions to perform the duties associated with the job. Stand for long periods of time (up to 2 hours) to perform the duties associated with the job. Able to read, write, and speak in a clear and concise manner. Develop practical solutions to problems to make sound decisions and perform basic mathematical computations associated with assigned duties. Make sound decisions given available information and situational parameters. Skill to utilize measurements (e.g., tsp, tbsp, quart) to measure, mix and apply various chemical solutions.		
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