



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Museum Technician	549-742-2870-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Luis Obispo Coast District	Museum Technician	R11
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Museum Sector/Collections	Hearst San Simeon State Historical Monument	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Museum Curator I
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 Museum Curator I, this position will assist in the management of all museum collections at Hearst San Simeon State Historical Monument. The Museum Technician performs duties including collections documentation, artifact preventive conservation and maintenance and housekeeping. Including specialized cleaning, protection, and limited maintenance of the museum collection such as paintings, sculptures, textiles, decorative arts, fountains, furniture, and performing other related work for the care and management of the museum collection. The reporting location for this position is the Museum Collections Maintenance Office Department at HSSSHM San Simeon, CA. Typical work schedule is Tuesday – Saturday or Sunday - Thursday, 6:30 AM - 3:00 PM, and holidays as necessary		
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%	RESOURCE MANAGEMENT AND PRESERVATION: Assist Museum Curators in training staff and seasonal personnel in employing proper methods and procedures for caring for and maintaining the museum's collection, including management of the required environmental conditions, and the safe and proper use of tools and equipment. Assists in planning and scheduling task assignments for staff and seasonal personnel. Aides and assists in the care and maintains the museum collection located throughout the hilltop and in storage, and the historic elements of the interior buildings. Handles and move museum objects using proper techniques, materials, equipment, and careful planning. Performs procedures in the cleaning and maintenance of museum collection objects including textiles, ceramics, marble, stone, wood, and metals with the safe and proper use of tools and equipment under the supervision of the Curators and by the advisement of contract conservators. Manage and ensure the required environmental conditions are maintained throughout the hilltop and in storage. Assist with Integrated Pest Management (IPM) including vector control. Perform museum custodial duties such as sweeping, mopping, dusting, vacuuming, washing windows, and cleaning historic bathrooms.	
25%	COLLECTIONS MANAGEMENT: Support the documentation of the collection in object files and digital records in The Museum System (TMS). Update catalogue records, installation notes, location changes, scan images and	

	documents such as condition reports and images and conservation treatment reports and images, link to object record in TMS and file in object files. Work with Museum Curators to review and update Collections Department's core documents including training manuals, museum housekeeping plan, and digital environment and task tracking logs. Conduct collection inventories including reviewing location hierarchies, identifying information to capture, data entry into TMS, numbering objects, and ensuring safety of objects. Assist with processing loans including condition reports and images, packing notes, shipping logistics for outgoing loans, storage, or offsite conservation treatment. Adhere to Department of Parks and Recreation's Department Operation Manual (DOM) Chapter 2000 (Museum Collections) and Cultural Resources Division's Museum Collections Management volumes 1 (Basic References) and 2 (Policies and Procedures). Conduct basic research on collections, provenance, and historic materials.
20%	TOUR AND EVENT PLANNING: Assist with seasonal preparation of museum spaces for both summer and winter weather. Assist with displays in Visitor Center, planned exhibitions, and conservation programs. Assist contract conservators as assigned. Assist with planning and implementing additional protection of objects in the collections for special events, includes moving or covering objects, doing pre and post-condition assessments. Aides in the planning, setup and cleanup of special events, including seasonal decorations, i.e., Christmas decorating, moving and protecting museum objects, and preparing indoor spaces for event use. Schedules service, repair, and maintenance on miscellaneous equipment, including humidifiers, dehumidifiers, fans, and heaters.
15%	ADMINISTRATION: Attend staff meetings, trainings and related activities to enhance personal and programmatic efforts toward the goals of the district. Assists Museum Curators in the training and of museum staff, interns and volunteers. Performs routine purchasing and completing all supporting documents. Research and purchase supplies and equipment using P-Card or other approved State purchasing programs to acquire supplies needed for preserving/maintaining the museum's collection, and procuring modern substitutes (lawn furniture, umbrellas, etc.) as needed.
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	
Working in the interior and exteriors of historic structures around artifacts. Exposed to cleaning products, chemicals, dirt, dust, mold, fumes, unpleasant odors, loud noises, and droppings from pests. Schedule is based on operational need and may change at any time. Typical hours are 6:30am to 3:00pm and may include work on Saturdays, Sundays, and holidays, and at odd or irregular hours, and under adverse weather conditions (extreme heat, high winds, and rain). Must adhere to departmental uniform requirements. Outdoor work is common.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
Requires a valid driver's license.	
PHYSICAL REQUIREMENTS:	
Incumbent will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. Requires the ability to access all areas of the facility throughout the workday,	

climb four floors of stairs approximately four times per day, lift up to 35 pounds, and climb a six-foot ladder. Traverse indoor and outdoor areas with steps without handrails and with uneven and variable rises and runs. Daily duties require the incumbent to stand, sit, and walk with repetitive leg and arm movements and constant hand grasping and finger dexterity, may occasionally bend, reach forward and overhead, squat, and kneel. Frequent and prolonged periods of standing, walking, and sitting. Requires moderate physical work; moderate lifting, pushing, or pulling.

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