



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Maintenance Worker II	549-673-6768-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Park Maintenance Worker II	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Cultural Resources	Railtown 1897 SHP	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Staff Park and 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 supervision of the Park Maintenance Supervisor, the Park Maintenance Worker II will perform skilled and semiskilled structural and facility maintenance and repair work at Railtown 1897 SHP, and other park units as necessary. The incumbent may lead and train a crew of maintenance employees. The incumbents work schedule is Sunday to Thursday at 8:30 AM to 5:00 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 Performs technical/skilled maintenance and repairs to park facilities. Apply methods used in carpentry, electrical, painting, plumbing, welding, water system and sewer repairs to carry out the facility maintenance program. Receives direction from supervisor and serves as a lead to individuals and crews, including volunteers, performing maintenance within the Unit. Estimates, orders, and purchases supply materials as necessary. Obtains bids and completes all purchase documents accurately. Keeps up to date on new methods and materials used in maintenance. Opens and closes park as directed.	
20%	Administration Assist with maintenance budget, complete budget requests for equipment and projects. Write scope of work for projects including estimates. Works closely with contractors on projects as requested. Ensure that all required administrative documents are completed, accurate and submitted in a timely manner. Incumbent is a Procurement-Card holder and meets all the requirements for its use. Completes Equipment Transaction Document (DPR 484) for property and submits it to supervisor. Confirm availability of materials and obtain competitive bid prices. Purchases materials and supplies, as directed. Completes time sheets in TEMPO by monthly deadlines. Maintains cooperative relationships with the public and coworkers. Maintains various records necessary for the operation of park units. Tracks project costs, accomplishes condition assessments and performs data entry using the MAXIMO program.	
15%	Facility Housekeeping Works with crew in cleaning facilities and disposing of refuse and debris as necessary. Ensures adequate supplies are maintained and that all structures and grounds are neat and clean in appearance consistent with the historic vision of the park.	
15%	Equipment Maintenance	

	Performs maintenance and repairs on unit automotive/mobile equipment as needed. Completes vehicle inspections and monthly mileage logs on all equipment according to Departmental Policy. Maintains and cleans all hand tools and small equipment and utilizes them for their intended purposes. Complete the Equipment Turnaround Document and ensures it is sent to Department Headquarters in a timely manner.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Safety and Training Attends formal safety meetings and participates in informal tailgate safety meetings as needed. Wear appropriate safety equipment for the 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 (not to be confused with items requiring a review process). Report all injuries, even minor ones, to on-duty supervisor as soon as possible. Attend training, refresher courses or fitness tests as required by the Department. Communicates training needs of other maintenance employees within the unit to their supervisor. Attends required training as scheduled. Provides training for permanent and seasonal personnel and special programs for staff as necessary.
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 involve frequent periods of bending, stooping, and lifting heavy objects. Performs indoor and outdoor work, often in inclement weather, while walking across uneven terrain both up and downhill, and standing for long periods of time. Work occurs in historic structures which may lack modern climate control systems, as well as in industrial settings typical of an active railroad. May have extensive exposure to dirt, dust, fumes, unpleasant odors, loud noises, moving railroad equipment, and other industrial hazards. May work in remote locations. Requires reading, writing, and speaking clearly and concisely; performing basic mathematical computations; skill with measurements; and the ability to make sound decisions.	
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 class C driver's license is required. May require heavy physical work including lifting, pushing or pulling. This position is required to work weekends and holidays. Incumbents may be occasionally required to work odd or irregular hours to provide shift coverage, emergency needs, and facility monitoring when needed. Read, write and understand English.	

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