



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Worker II	549-696-6768-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	PMWII	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Folsom Sector	Folsom Lake SRA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Park Maintenance Chief I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The Park Maintenance Worker II works under the direct supervision of the Park Maintenance Chief I. The reporting location for this position is the Maintenance Shop at the Folsom Sector located in Folsom, CA. This position is responsible for the completion of the repair and maintenance of facilities and the housekeeping workload on the Folsom Lake State Recreation Area. The Park Maintenance Worker II will act as lead person to work with and supervise the trail maintenance crew for Folsom Lake SRA, Folsom Powerhouse, California Department of Forestry / California Youth Authority inmate crews, California Conservation Corps construction crews, volunteer groups and various seasonal classes assigned to complete unskilled, semiskilled and skilled work on a regular basis. This position has oversight of all systems throughout the Sector and will be responsible for the pumping of approximately 37 chemical toilets, 23 Vault toilets, as well as 4 septic tanks. Incumbent must be comfortable working in confined spaces and working with or around hazardous materials. When needed, this position will assist the District with same or similar services. Work shift will be Tuesday to Saturday from 7:00 a.m. to 3:30 p.m.		
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%	MAINTENANCE & FACILITIES: Completion of skilled and semiskilled maintenance and repair tasks including all phases of carpentry, plumbing, electrical installation and repair in buildings, systems, campgrounds, day use areas and aquatic recreation program. Completion of specialized maintenance and repair tasks in painting, dry wall construction, masonry, foundation repair, cement work, and other skill areas in buildings, systems, campgrounds, day use areas and aquatic recreation program. Repair of all residential/commercial type systems including HVAC, swamp-coolers and septic systems. Works with park staff and volunteers to construct and maintain paved and dirt trails, foot bridges, roads and vehicle bridges. Maintains grounds areas within the Folsom Sector including mowing, weed eating, raking, hauling leaves, fertilizing, aerating, and pruning of trees and shrubs. Oversees and performs the pumping of vault and chemical toilets throughout the sector, including septic tanks as needed. Coordinates with appropriate county agencies to ensure required inspections and certifications of tanks are completed.	
25%	HOUSEKEEPING: Performs litter pickup and chemical toilet pumping/cleaning throughout all visitor use areas of Folsom Sector. Performs routine housekeeping tasks on maintenance shop and Sector Offices,	

	campgrounds and day use areas. Performs additional custodial duties, including cleaning restrooms and dusting, waxing, and polishing floors. Trash removal will be done as necessary throughout the Unit.
20%	EQUIPMENT MAINT & OPERATION: Operates various power equipment to perform maintenance tasks, including but not limited to dump trucks and trailers, light vehicles, vessels, chainsaws, chippers, radial saws, drill presses, grinders, electric welders, cutting torches, sprayers, mowers, and four-wheel-drive vehicles. Operates and provides preventative maintenance on all Unit vehicles including oil changes, lubing, minor repairs to mechanical and electrical systems, and washing and waxing.
10%	ADMINISTRATION: Operates a computer to utilize the CMMS (Maximo) by querying the database, printing reports, prioritizing the workload, assigning work orders, compiling project completion data and data entry. Periodically provides information on Visitor Services functions and Interpretive Programs to the general public. Assists Park Maintenance Chief with budget items related to the Folsom Sector. Reviews, layout projects, read blueprints, work from plans and specifications, estimate materials and labor requirements and keeps accurate records. Completes project evaluation forms. Meets with specialists as needed. Reviews manuals, policies, and directives related to maintenance operations and employee safety. Completes and reviews mileage logs, vehicle inspection sheets, scheduling and attendance records. Purchases materials and supplies for maintenance projects, organizes and maintains stock on hand utilizing purchase Orders, service agreements, and procurement cards. Compiles lists of materials and writes up rough draft Sub-purchase Orders for review and processing by Sector staff. Utilizes Cal Card and completes monthly reconciliation of purchases. Attends unit staff meetings and safety tailgate meetings. Prepares and presents safety talks and updates on ongoing projects. Participates in required training, including maintenance skills, Defensive Driving, CPR, Standard First Aid, and other training as necessary.
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	
Frequent standing, exposure to extreme weather conditions.	
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.	

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