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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Division	Museum Custodian (PI)	549-677-2042-902
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Capital District	Museum Custodian	R15
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Old Sacramento	California State Railroad Museum	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Museum Curator II

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 Museum Curator II, the Museum Custodian (PI) is responsible for the daily preservation, cleaning and monitoring of the California State Railroad Museum's historic object collection. The primary reporting location is in Old Sacramento at the California State Railroad Museum located at 111 I St. in Sacramento. Work may be scheduled at other Capital District units and at the Statewide Museum Collections Center at 4940 Lang Avenue in McClellan.

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
45%	**COLLECTIONS PRESERVATION** Responsible for carrying out housekeeping tasks associated with the cleaning and care of the California State Railroad Museum's historic objects. Assist with planned preservation and conservation projects. Apply prevailing preservation techniques to clean, dust, sweep, mop, vacuum and wipe down museum objects utilizing specialized equipment and tools such as vacuum cleaners, dusting brushes,cloths, nozzles, brooms, polyester screens and liquid or chemical cleansers and solvents. Employ best practices regarding assessing and handling museum objects. Practice professional preservation and handling techniques on or around museum objects, such as appropriate care and precautions to not cause damage or destruction to museum objects. Inspect objects for signs of deterioration, damage or potential hazards and report findings to the Museum Curator II. Assist with the setup and monitoring of collections during special events, programs, and installation and de-installation of exhibits, as needed and directed by the Museum Curator II. Assist in the packing, inventory, research, and processing of objects, including digital photography. Responsible for task-related scheduling and completing task-related documentation including inventories and condition reports. Generate task-related reports. Upgrade object storage supports as needed. Carry out tasks associated with monitoring and maintaining environmental condition criteria and Integrated Pest Management in exhibit and on-site collections storage areas.
25%	**EQUIPMENT AND FACILITY MAINTENANCE** Responsible for the daily inspection, accountability, organization, and safe storage of all housekeeping related equipment, specialized tools and cleaning products. Maintain specialized tools and equipment including vacuum cleaners, dusting brushes and cloths, filters, liners,

	polyester screens, chemical solvents, ladders, goggles, gloves, dust masks, and extension cords, and operate the washing machine and dryer. Maintain an inventory of supplies and equipment and request purchases as needed. Troubleshoot equipment malfunctions, make minor repairs, and perform semi-skilled tasks. Learn to operate automatic and manual lifts in a safe and careful manner.
25%	**ADMINISTRATIVE AND TRAINING** Perform routine tasks independently and consult with the Museum Curator II before acting on new or different projects. Work cooperatively in a group setting when necessary. Exercise care, safety, good judgment, and maintain awareness in the performance of assigned duties. Assist and train staff and volunteers in preservation, cleaning, and monitoring tasks as needed. Exhibit a professional public appearance and a willingness to respectfully and competently correspond and answer a variety of collections-related and facility-related questions from staff and museum visitors. Possess a willingness to learn and apply new skills and techniques by attending required meetings and training courses as needed. Understand and comply with policies, procedures, and related correspondence by the State of California and the Department of Parks and Recreation, and the various laws and rules governing civil service employees.

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

Lift up to 25 lbs. Ability to use repetitive movements, stoop, kneel, crouch, crawl, lift, and sit/stand for long periods of time. Demonstrate very good hand-eye coordination and balance. Walk distances on uneven surfaces. Exposure to dust, contaminants, and pests.

TELEWORK DESIGNATION
This position is designated as: (Check one)

☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible

SPECIAL REQUIREMENTS:

Occasional travel may be required. Possession of a valid driver's license is required when operating a state-owned or leased vehicle.

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