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)	549-670-2042-902
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Capital District	Museum Custodian (PI)	R 15
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Cultural Resources	California State Capitol Museum	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Museum Curator III

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 Museum Curator III, the Museum Custodian (PI) is responsible for the daily preservation, cleaning, monitoring, and protection of the Capital District collections, exhibits, and museum facilities, especially those at the California State Capitol Museum, Leland Stanford Mansion State Historic Park (SHP), and Governor's Mansion SHP. The Museum Custodian (PI) also assists with ongoing collections and exhibit projects, including inventories, cataloging, handling, and research.

The primary reporting location is the California State Capitol Museum in Sacramento, with significant time spent at the Leland Stanford Mansion SHP. As needed, this position will work districtwide and may also be scheduled at other Capital District units or the Statewide Museum Collection Center at McClellan. The work week for this position is Monday through Friday, but occasional weekend or evening assignments may be scheduled.

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%	**COLLECTIONS CARE** Participates in the daily preservation, cleaning, and care of Capital District collections. Utilizes professional preservation techniques and tools, including vacuum cleaners, dusting, brushes, cloths, and chemical solvents. Regularly inspects historic structures, museum furnishings, and collections items for signs of deterioration, damage, or potential hazards and report findings to the Museum Curator III or other lead staff. Assist in planned preservation projects, including assessing, handling, vacuuming, dusting, sweeping, polishing, and cleaning museum artifacts. Performs routine tasks independently, consulting with the Museum Curator III or other lead staff before acting on new or different projects. Understands and employs the principles of conservation in all work performed.
25%	**EQUIPMENT AND FACILITY MAINTENANCE** Responsible for the daily inspection, accountability, organization, and safe storage of all project-related equipment, including specialized tools and cleaning products. Maintains an inventory of supplies and equipment and requests purchases as needed. Monitors and maintains facility environmental condition data and reports findings to the Museum Curator III or other lead staff. Reports Integrated Pest Management program findings to the Museum Curator III or other lead

	staff. Performs minor work in curatorial storage of museum artifacts, including necessary upgrades to artifact storage supports. As needed, makes minor repairs in consultation with Museum Curator III or other lead staff and performs semi-skilled tasks such as changing light bulbs in exhibit cases.
20%	**COLLECTIONS HANDLING & PROCESSING** Practices professional preservation and handling techniques on or around museum objects. Demonstrates appropriate care and precautions not to cause damage or destruction to museum artifacts. Assists in the packing, inventory, research, and processing of artifacts, including digital photography. Assists with the installation and de-installation of exhibits and the movement of collections as needed to support special events. Assists with setup, monitoring, and other duties during, or related to, Protocol events to ensure collections care.
10%	**ADMINISTRATION AND TRAINING** Responsible for completing project-related documentation and maintaining records of collections care performed, including environmental conditions and Integrated Pest Management data. Attends staff meetings and training opportunities as required or as they occur. Undergoes training specific to the handling, preserving, and record-keeping of museum collections. Trains other staff and volunteers on preservation, cleaning, and monitoring tasks as needed. Provides good customer service when interacting with the public and competently answer visitors' preservation-related and facility questions.

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

The Museum Custodian (PI) works in a variety of environments throughout the Capital District:

Office Settings:
Performs work at a computer workstation, conducts meetings, prepares designs, reviews drawings, and completes administrative tasks in standard office environments. Work may involve extended periods of sitting, repetitive motions, and regular use of computers, printers, and office equipment.

Historic Buildings:
Works at the California State Capitol Museum, Leland Stanford Mansion SHP, and other historic structures. These environments may include restricted spaces, temperature-controlled rooms, low-light areas, and the need to follow strict handling guidelines to protect historic materials. May require navigation of stairs, confined work areas, extended standing, bending, and occasional lifting up to 25 pounds.

Workshop / Warehouse Environments:
May work as needed at the Exhibits Shop in West Sacramento or the Statewide Museum Collections Center in McClellan. Requires standing for long periods, bending, and lifting or moving materials up to 25 pounds. Follows safety protocols related to shop and warehouse equipment, dust, noise, and chemical use (paints, adhesives, solvents).

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