



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Maintenance Worker II	549-750-6768-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Park Maintenance Worker II	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Rivers Sector	Dos Rios	
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		
Under direct supervision of the Park Maintenance Chief I, the Park Maintenance Worker II will perform skilled and semiskilled structural and facility maintenance and repair work throughout the Sector on a wide variety of park facilities, estimates and purchases materials and supplies; keeps tools and equipment in good condition; keeps records and prepares reports as required. The incumbent may be required to work in other units throughout the district. The incumbent may lead and train a crew of maintenance employees and have lead person responsibilities for seasonal, permanent, and special program crews. The incumbent's work schedule is Wednesday to Saturday, 6:00 AM to 4:30 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	
35%	Administration Assist with the Sector Maintenance Budget by completing budget requests for equipment and Category II projects. Prepares and submits contracts and follows through until project completion. Attends required training as scheduled. Assures that all required administrative documents are completed, accurate and submitted in a timely manner. Provides training for permanent and seasonal personnel and special programs for staff as necessary. Provides information on personnel training needs of other maintenance employees. Ensure safety meetings are held, and documentation is sent to the Sector Office. Provides information on employee job performance. Determines the availability of materials and obtains bid prices. Purchases materials and supplies as directed by the Chief/Manager. Assists with preparing the monthly sector maintenance schedule. Fosters collaborative and positive relationships with colleagues and the public. Maintain various records necessary for the operation of park units. Utilize MAXIMO by logging into actuals, track project costs, accomplishes assessments and inputs data.	
25%	Facility Maintenance Performs technical/skilled maintenance and repairs to park facilities. Apply methods used in carpentry, electrical, painting, plumbing, welding, water system and sewer system repairs to carry out the facility maintenance program. Provides leadership and direction to individuals and crews performing maintenance within the Units/Sector. Provides input towards the development and implementation of the District Maintenance Program when requested/needed. Estimates, orders, and purchases supply materials as necessary. Obtains bids and completes all purchase	

	documents accurately. Attend training necessary for the satisfactory performance of the job. Keeps up to date on new methods and materials used in maintenance.
15%	Facility Housekeeping May act as lead to permanent and seasonal employees in routine housekeeping, provide coordination, training, and direction to maintenance crews performing facility housekeeping functions. Performs housekeeping duties at park offices and public use facilities, as coverage is needed. Ensures adequate supplies are maintained and that all structures and grounds are neat and clean in appearance.
15%	Equipment Maintenance Ensures maintenance and repairs are completed on unit automotive/mobile equipment as needed. Oversees vehicle inspections and monthly mileage logs are completed on all equipment according to Departmental Policy. Ensures completion of monthly vehicle usage reports, vehicle inspections sheets, or other required documentation needed for equipment. Completes reports as needed and make sure documents are reports are turned in on time.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Safety Ensures work is performed in a safe manner and in accordance with Department policies. Attend formal safety meetings and conduct informal tailgate safety meetings as required. Wears and directs others to wear appropriate personal protective equipment (PPE). Safely operates vehicles, equipment, tools, and machinery and wears seat belts during vehicle operation. Maintains safe and orderly work areas and identifies, isolates, and/or immediately corrects hazards or unsafe conditions affecting employees or the public. Reports all injuries, including minor injuries, to the on-duty supervisor as soon as possible and documents incidents as required. Attends required safety training, refresher courses, licensing, testing, and fitness assessments as required by the Department.
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
Frequent periods of bending, stooping, and lifting heavy objects. Performs work indoors and outdoors, work in inclement weather, walk across uneven terrain both up and downhill, and stand for long periods of time. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. May work in remote locations.	
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. Reading, writing, and speaking clearly and concisely. Perform basic mathematical computations, skilled with measurements, and ability to make sound decisions. May work weekends and holidays, irregular hours, and may provide coverage for emergencies.	

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 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