



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Park Maintenance Worker I	549-649-6767-913
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Buttes District	Park Maintenance Worker I	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Lake Oroville Sector	400 Glen Drive, Oroville, Ca 95966	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		Park Maintenance Supervisor
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 I is responsible for accomplishing assigned skilled and semi-skilled maintenance, housekeeping, grounds, and resource management activities and operates vehicles, trucks, boats, tractors, mowers, and other motorized equipment as assigned. This position will ensure compliance with the California Department of Public Health, County Health, and Regional Water Quality Control Boards. The reporting location is the Maintenance Office located in the shop building/maintenance area at Lake Oroville State Recreation Area. The incumbent may be assigned to work at other locations throughout the Sector as needed. The normal work hours are from 7:30AM to 4:00PM, Monday through Friday, with varied shifts on holidays and during special events.		
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%	Facilities, Roads and Systems Maintenance and Repairs Applies skills in carpentry, painting, electrical, masonry, plumbing, roofing, and other work required to maintain and repair all facilities, systems, and roads. Performs inspection of facilities, systems and roads as identified in published guidelines and the department's MAXIMO program. Completes scheduled maintenance of facilities, systems and roads as identified to the department's MAXIMO program. Completes unscheduled repairs to facilities, systems, and roads as directed by supervisor. Responds to service requests or emergencies as submitted through established Districts notification process. Estimates, orders, and procures materials, parts and supplies required to accomplish work. Completes and submits MAXIMO work reports, inspection reports and expenditure reports. Analyzes maintenance problems and takes appropriate corrective action. Performs basic housekeeping duties as relates to maintaining facilities, roads and systems and as required. Assists the District Water and Sewer Plant Supervisor in the operation and maintenance of the water treatment equipment and facilities. Collects and transports water samples to the lab as required, following all the best practices and legal requirements. Maintain potable and non-potable water systems.	
30%	Equipment Operation and Maintenance Ensures that all applicable laws, rules, and regulations are complied with during the operation and maintenance of equipment including, personnel hoists, sweepers, forklifts, woodchippers,	

	mowers, and other miscellaneous equipment as trained. Operates equipment in strict conformance to the California Vehicle Code and Departmental directives. Removes from service and reports unsafe equipment and vehicles. Completes scheduled maintenance of equipment and vehicles. Orders parts and supplies required to maintain equipment. Completes and submits MAXIMO use reports, inspection reports, expenditure reports and other operation and maintenance reports as required by applicable laws, rules, and regulations.
10%	Resource Management Cooperates with visitor services and resource management staff in protecting all natural and cultural resources as identified. Understands wildfire management plans for park units. Uses only approved pesticides and herbicides as directed by the environmental scientist, if applicable. Conducts work as necessary to accomplish District tree hazard removal and other resource-oriented projects. Identifies hazardous plants, insects and animals and their proper control measures.
10%	Lead Leads the work of unskilled maintenance workers or crews in the maintenance and repair of all facilities, systems, and roads following published guidelines and industry standards. Provides training to workers in work ethics, job specific skills, safety techniques, tool and small equipment use. Reviews work for accuracy, proper work methods, techniques and compliance with applicable specifications and standards. Monitors the progress of work and reports to supervisor. Organizes and assigns tasks to subordinate staff while maintaining quality of work.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Housekeeping Maintain the highest standards of cleanliness of all park facilities. Ensure the cleanliness, organization and serviceability of historic buildings, public use areas, toilets, shops, sweep and maintain roads, service and employee areas by performing and/or directing litter pick up, vehicle washing, refuse collection/disposal and cleaning activities.
5%	Safety Attends, conducts, and participates in tailgate safety meetings. Documents training and safety meetings as required by applicable laws, rules, and regulations. Wears appropriate safety equipment, as required. Carries out assignments and maintains work areas in accordance with established safe job practices. Isolates and/or immediately corrects any problem posing a hazard to visitors or employees and notifies supervisor. Attends and participates in specific on-the-job training and training courses required by job classification or supervisor.
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	
Outdoor work is common. The incumbent's work will involve moderate exposure to a full range of environmental conditions, varying terrain, unusual elements and inclement weather. This includes extreme temperatures; cold, windy, wet and muddy conditions; hot, dry, muggy or unpleasant conditions; exposure to dirt, dust, fumes, smoke, unpleasant odors and loud noises. This will require the incumbent to work in old/abandoned structures; around sewage and trash; along lakes, creek banks, wetlands, rocks, brush and in remote locations. Typical work activities involve frequent and prolonged periods of standing and walking. Considerable physical activity is common and a primary part of the job. The position requires heavy physical work; heavy lifting, pushing or pulling of objects up to 60 pounds. The incumbent will use their hands and power tools applicable to the position and as necessary to complete various tasks. May entail muscular strain, including walking, standing, stooping, sitting, kneeling, squatting, bending, twisting, lifting, carrying and reaching on uneven and slippery surfaces. The incumbent must have the ability to climb stairs/inclines, walk or traverse even and uneven terrain for extended or prolonged periods of time, and walk on variable surfaces. Requires the use of safety equipment such as hard hats, safety glass, safety boots, gloves, ear protection and respirators.	

The work environment involves some exposure to hazards or physical risks, which require following basic safety precautions, listening effectively, following instructions and the ability to perceive hazards to the public, structures and exhibits to ensure safety while complying with Department policy, demonstrating adaptability and effectively communicating.

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. This position will be subject to the Federal Drug and Alcohol Testing Program. Class “A” and “B” Driver’s License is desired.

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