STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Chowchilla River Commercial Vehicle Enforcement Facility				
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Maintenance Worker	R12	Permanent	Intermittent	102
POSITION NUMBER	CURRENT DATE			
388-464-2029-952	10/28/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY	DATE
☐ YES ☑ NO	☐ YES ☑ NO		

FUNCTION OF POSITION

Under the direction of the Commander, the Maintenance Worker is responsible for maintaining office and ground's cleanliness, conduct and arrange for facility equipment and repairs, performs landscaping and ground work, assist the host area in maintaining vehicles assigned to the facility, and complete all necessary janitorial duties for the Chowchilla River facility.

SUPERVISION RECEIVED

The Maintenance Worker reports directly to and receives the majority of their assignments from the Commander. However, direction and assignments may also come from the Sergeants, Officers, or office staff.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
50%	Completes all necessary janitorial duties ensuring the cleanliness of the commercial vehicle enforcement facility. Sweeps, mops, waxes floors; cleans, dusts and polishes cabinets, furniture and woodwork. Cleans restrooms, sinks, toilets and urinals; replenishes paper towel dispensers. Assists in moving and arranges furniture, supplies and equipment as necessary. Cleans, stocks and maintains storage rooms. Maintains employee break room/kitchen; ensures the cleanliness of the stove, refrigerator, tables, etc. Operates scrubbers, buffers, and waxers.
40%	Performs building, landscaping, and grounds maintenance. Maintains lighting, plumbing, and other fixtures and equipment. Cleans painted surfaces, removes all pollutants, oils, dirt and spillage from facility grounds. Cleans exterior glass, walkways and parking areas. Empties and cleans waste and ashtray receptacles. Weeds and maintains planters, removes debris from the parking lot, planter areas as well as the facility perimeter.
5%	Provides/coordinates required vehicle maintenance for the facility's assigned vehicles with the host area's Automotive Technician. Maintains records of vehicle mileage and coordinates required maintenance. Keeps interior and exterior of facility vehicles clean. Stocks an adequate supply of flares, plastic blankets, first aid supplies, and other necessary equipment.
	Non-Essential Functions
5%	Performs other job-related duties within the scope of the classification, as assigned.
TOTAL 100%	

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE