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 I	549-720-6767-001
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Monterey District	Park Maintenance Worker I	R12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Monterey District (720)	District Trails Headquarters, Ishxenta State Park	
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 direction and supervisor of the Monterey District Roads and Trails Park Maintenance Supervisor, the incumbent performs skilled manual labor and other related work throughout the district. The reporting location of this position is the District Trail Headquarters located in Ishxenta State Park. Working hours may be from 7:00 a.m. to 5:30 p.m four days per week or eight day shifts from Wednesday through Wednesday when required. The position may serve as a lead worker for department seasonal staff and various conservation crews.

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%	**FACILITY MAINTENANCE** Perform skilled and semiskilled labor associated with the construction and repair of trails, buildings, systems, and roads located within the Monterey District. Provide leadership and oversight to less skilled employees and volunteers. Document work performed, keeping accurate drawings and records of time and materials used. Ensure that all work is performed with due regard to safety and sensitivity to resources. When safety hazards are encountered immediately either remove or repair them, or if that is not possible, inform the appropriate person after ensuring that the public is protected from the hazard. Make sure the job site is kept clean and neat.
40%	**EQUIPMENT OPERATION AND MAINTENANCE** Operate and maintain equipment used in the performance of maintenance activities. Perform equipment service, inspections, schedule repairs, and maintain records during the periods of use. Comply with and enforce safety precautions relating to vehicle and equipment operation. Report all unusual conditions to the maintenance supervisor.
5%	**RESOURCE MANAGEMENT** Preserve the natural and cultural resources of the State of California. Work cooperatively with District specialists and be mindful of resource preservation in all maintenance activities. Work cooperatively with personnel in other classifications to meet the district's resource management goals and respond immediately to threats of fire, erosion, trespass, or encroachment. Be mindful of and take action to prevent polluting activities both on Park property and off. Seek opportunities to promote environmental consciousness and encourage recycling.

5%	**HOUSEKEEPING** Maintain a clean and safe work site at all times, ensuring that the public is protected from all hazards. Clean restrooms and other park facilities as needed. Pick up garbage and refuse as encountered, sweep and rakes areas, and shovel out fire pits. Pick up recycling containers and performs tasks as required to maintain public use and shop areas of the parks.
5%	**ADMINISTRATION** Complete attendance reports, facility and equipment reports, and other paperwork as necessary to support the Monterey District Maintenance program. Complete necessary paperwork for input into the Departments CAMP program and input data as required. Complete purchase documents accurately and in compliance with Department rules and policies. Complete necessary paperwork to initiate California Environmental Quality Act (CEQA) and 5024 review processes and, when requested, will prepare contract specifications and requests for permits. Participate in the District Safety Program by attending and at times leading safety meetings.

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

Work is performed outdoors in all seasons and weather conditions. Projects are usually located in remote locations away from facilities.

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.

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