STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# DUTY STATEMENT

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

| COMMAND/ORGANIZATIONAL UNIT | DIVISION | | | |
|---|---|---|---|---|
| Mount Shasta Area/146 | Northern Division | | | |
| CIVIL SERVICE CLASSIFICATION TITLE | BARGAINING UNIT | TENURE | TIME BASE | INTERMITTENT HOURS PER MONTH |
| Maintenance Worker | R12 | Permanent | Full-Time | |
| POSITION NUMBER | CURRENT DATE | | | |
| 388-146-2029-002 | 05/26/2026 | | | |

| 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 Sergeant, the Maintenance Worker is responsible for performing the following tasks: janitorial duties and general grounds maintenance work, operates and makes automotive adjustments and repairs, inspects and keeps records on a fleet of motor vehicles and other work assigned for the Mount Shasta Area.

SUPERVISION RECEIVED

The Maintenance Worker reports directly to and receives the majority of their assignments from the Sergeant. However, direction and assignments may also come from the Lieutenant and Office Services Supervisor I.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Indoor and outdoor work in a variety of temperatures, lighting, and weather conditions - including inclement weather.

SPECIAL PERSONAL CHARACTERISTICS

Strong work ethic and attention to detail. Willingness to work at night.

| PERCENTAGE OF TIME PERFORMING DUTIES | |
|---|---|
| | **Essential Functions** |
| 40% | Maintain cleanliness of facility and exterior property, including vacuuming rugs and carpets, waxing floors, emptying waste receptacles, washing windows, dusting and polishing furniture (desks, table, counter tops, shelves, electronic equipment, and any other items which accumulate dust). Cleans rest rooms and replaces paper towels, tissue, and soap. Removes smudges from doors, walls and cleans exterior of building including the parking lot area and parking garage. |
| 25% | Perform routine preventive maintenance of small machines (snow blower, shredder, etc) and make recommendations for service when necessary to ensure continued smooth operation of equipment; monitoring of building systems to operate efficiently, and the physical condition of buildings does not deteriorate. Perform minor repairs, moving furniture and supplies, mow and trim lawn, care-take the landscape, manual snow and ice removal, maintain ornamental plantings. Perform minor paint and spackle repairs to windows, walls, doors, and floors. |
| 20% | Assist the Area Automotive Technician II by performing routine tasks related to tire chain installation, tire maintenance, and refueling of patrol vehicles. Inspects, removes, rotates, mounts, and balances tires. Delivers patrol vehicles to service repair shops for necessary service and repairs. |
| 10% | Clean departmental vehicles. This includes washing and waxing the exterior, vacuuming and dusting the interior, washing windows inside and out, vacuuming and washing the trunk. |
| | **Non-Essential Functions** |
| 5% | Perform other job-related duties within the scope of the classificaiton as assigned/required. |
| **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 |
|---|---|---|
| | | |