STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
South Sacramento Area / 252	Valley Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Maintenance Worker	R12	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-252-2029-001	09/03/2024			

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 Administrative Sergeant, the Maintenance Worker is responsible for assisting with minor automotive adjustments, repairs and maintenance, performing janitorial duties, performing general grounds maintenance work and other job related duties for the South Sacramento CHP Area office.

SUPERVISION RECEIVED

The Maintenance Worker reports directly to and receives the majority of their assignments from the Administrative Sergeant.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work at night.

PERCENTAGE OF TIME PERFORMING DUTIES	
	All Functions Are Essential
45%	Cleans exterior of all buildings on the property, including the parking lot areas, sidewalks, fuel bays and parking garage. Waters and maintains ornamental plantings in and around the building and parking areas. Empties outdoor trash cans, performs routine maintenance and repairs and maintains landscape of the area office and surrounding grounds.
20%	Assists the Automotive Technician II with minor automotive adjustments, repairs and maintenance. Delivers and picks up vehicles for service at authorized vendors; maintains inventory of automotive supplies; cleans interior and washes motor vehicles; inventories and stacks tires on shelves; replenishes/reloads fire extinguishers; fueling vehicles as necessary; performs other automotive/fleet duties as required.
30%	Cleans and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture and woodwork; empties and cleans waste receptacles; cleans hallways, restrooms, office, and lobbies; refills lavatory supply dispensers. Performs routine and preventative maintenance which includes changing air filters, replacing light fixtures, moving and arranging furniture and equipment as needed. Washes windows in all buildings as required. Maintains required supplies and completes ordering of all items and materials needed to perform the duties of this position, including requisitioning, inventorying and securing cleaning supplies. Assists the Custodian with general janitorial duties as needed.
	Non-Essential Functions
5%	Other job-related duties within the scope of the classification.

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