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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Worker I	549-636-6767-902
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
North Coast Redwoods	Worker I	R12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Eel River	Humboldt Redwoods 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 supervision of the Park Maintenance Supervisor, the Park Maintenance Worker I will perform skilled and semiskilled structural and facility maintenance and repair work throughout the Sector on a wide variety of park facilities, including buildings, systems, grounds, roads and trails; estimates and purchases materials and supplies; keeps tools and equipment in good condition; keeps records and prepares reports as required. The incumbent may lead and train a crew of maintenance employees. The work schedule will be Monday – Thursday 5:30 AM – 4:00 PM.

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 carpentry, painting, electrical, plumbing, masonry, roofing and other work in the maintenance, repair and construction of a wide variety of park facilities, utility systems, roads, trails and other miscellaneous facilities. Ensure all repairs and tasks performed with due regard to safety and sensitivity to the resource and meet applicable Federal, State and County codes. Maintain trees, shrubs, lawns, flowers, and native vegetation; when necessary, clean campgrounds, picnic sites and other public facilities, and collect and dispose of refuse. If required, perform routine inspections of park water systems, collect required water samples, record meter readings, monitor equipment operation, and complete daily operational logs in accordance with established procedures. Notify the supervisor or certified operator of any deficiencies requiring corrective action. Acts as a lead worker and may train less skilled employees or agency work crews in projects and minor repairs. Work with district Natural Resources staff to identify and safely remove hazardous trees. Document all work performed, keeping accurate drawings and records of time and materials used.
20%	**Resource Management** Be proactive in preserving the natural and cultural resources of the State of California in all assignments and projects. 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. Seek opportunities to promote environmental consciousness and encourage recycling.

20%	**Equipment Operation & Maintenance** Inspect, operate and maintain equipment used in the performance of maintenance activities. Operate power tools, light trucks, utility vehicles, and various maintenance vehicles and equipment including, but not limited to: power tools, chain saws, portable pumps, post hole diggers, sewer augers and generators in the performance of assigned duties. Maintain tools, equipment and work areas in a safe, clean and efficient condition. Maintain all State-owned or operated equipment in accordance with manufacturer's recommendations. Perform minor vehicle repairs, daily and monthly inspections, schedule repairs, and maintain records during the periods of use.
10%	**Administration** Work with Supervisor in filling out required Project Evaluation Forms and waits for project approval prior to beginning any construction project. Complete and submit required operational logs, water sampling records, and maintenance documentation in accordance with established procedures and regulatory requirements. Correctly complete all required purchase documents (including Purchase Orders, CalCard and Service Agreements), vehicle logs, vehicle safety checklists and timesheets and submit them in accordance with deadlines. Accurately complete and submit monthly work orders as required. Participate in mandated safety meetings. Ensure proper use and storage of cleaning supplies and chemicals. Complete attendance reports, facility and equipment reports, condition assessments and other paperwork as necessary. Provide all information in support of the MAXIMO program. Participate in applicable training and meetings as required.
5%	**Housekeeping** Maintain the highest standards of cleanliness on 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.

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

Typical work activities involve frequent periods of bending, stooping and lifting.
Perform indoor and outdoor work often in inclement weather.
May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises.
May work in remote locations

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 California Class "C" Driver's License.
May require heavy physical work including lifting, pushing or pulling.
Read, write and understand English

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