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

# DUTY STATEMENT

| DIVISION | CLASSIFICATION | POSITION NUMBER (Agency-Unit-Class-Serial) |
|---|---|---|
| Central Division | Maintenance Mechanic | 549-670-6940-003 |
| **DISTRICT/HQ SECTION** | **WORKING TITLE** | **CBID** |
| Capital District | Maintenance Mechanic | R12 |
| **SECTOR/HQ UNIT** | **REPORTING LOCATION** | **INCUMBENT** |
| Facilities Development | 111 I Street, Sacramento, CA 95814 | |
| **STATE HOUSING: (Check one)** | | **IMMEDIATE SUPERVISOR** |
| ☐ Housing is required ☐ Housing may be required<br>☒ Housing is not available | | Park Maintenance Chief II |

**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 general direction of the Park Maintenance Chief II in the Capital District, the incumbent will independently perform a wide variety of skilled maintenance, alteration, restoration, and repair of facilities, exhibits, and mechanical and electrical systems. In addition, the Maintenance Mechanic serves as a project lead for various museum restoration and maintenance projects. The reporting location is the California State Railroad Museum in Old Sacramento. Primary assignments will be at the California State Railroad Museum but may include other facilities and units throughout the Capital District. The working schedule is Tuesday – Saturday from 7:00 AM to 3:30 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 |
|---|---|
| 35% | **SYSTEM MAINTENANCE**<br>Apply highly developed skills to maintain and repair facilities in the Capital District. Does electrical maintenance and repair work. Ensure maintenance assignments are safe, functional, and efficient and that they meet all codes and departmental standards. Tasks include, but are not limited to: inspect, troubleshoot, maintain and repair all mechanical and utility delivery systems and their components, including conductors, controls, switches, chiller cleaning maintenance, air handler filters, batteries in alarm components, lighting systems, audio visual systems, transformers, motors, machinery, appliances, circuits, high voltage systems, multi-phase systems, low voltage systems, plumbing, sewer lift stations. |
| 25% | **FACILITY MAINTENANCE**<br>Perform skilled tasks necessary to maintain and repair all types of facilities, buildings, structures, grounds, and equipment utilizing construction trade skills such as carpentry, masonry, painting, roofing, plumbing, electrical, mechanical, burning, welding, and brazing. Assist the Stationary Engineer in more complex repairs of the heating, ventilating, and air conditioning system and components. Advise on plan, layout, and review of projects for efficiency and estimate costs for electric and mechanical systems. Be knowledgeable of health and safety codes and ensure they are always met by incumbents. |
| 20% | **EQUIPMENT MAINTENANCE** |

| | |
|---|---|
| | Inspect service, operate, and repair a wide variety of hand and power tools, machinery, engines, vehicles, lifts, mowers, sprayers, trailers, and railroad-related equipment, maintaining them in a safe and efficient operating condition. Typical tasks would include, but are not limited to: Replacing frayed cords, electric motors, bearings, bushings, performing tune-ups, troubleshooting, and recommending solutions for malfunctioning equipment. Keep accurate records and logs for ongoing scheduled maintenance. |
| **15%** | **ADMINISTRATION / SAFETY**<br>Comply with departmental policies, directives, organization, goals, and related correspondence. Ensure that all working and storage areas are clean, safe, and functional. Store and use all materials and equipment as recommended by manufacturers and regulating authorities. Collect and properly dispose of litter, trash, and debris from projects. Attend and participate in staff and safety meetings. Attend job-related and continuing education classes to keep abreast of the latest technology and materials. This person will also assist in state procurement processes. |

**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**

The Maintenance Mechanic works in a variety of indoor and outdoor environments and may be exposed to adverse weather conditions, including heat, cold, wind, and rain. Work may be performed in confined or tight spaces, dirty or dusty conditions, on uneven terrain, and around mechanical, electrical, and construction-related hazards. The incumbent must be able to bend, stoop, kneel, climb, lift, sit, and stand for extended periods of time, walk on uneven surfaces, and lift up to 25 pounds.

**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 |
|---|---|---|
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