STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
South Los Angeles Area	Southern Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Maintenance Worker	R12	Permanent	Intermittent	125
POSITION NUMBER	CURRENT DATE			
388-530-2029-952	11/10/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
☐ YES ☑ NO	☐ YES ☑ NO	APPROVED BY	DATE

FUNCTION OF POSITION
Under the direction of the Administrative Sergeant, the Maintenance Worker is responsible for maintaining the cleanliness of the facility's building and their surroundings, as well as minor repairs of the facility, and equipment for the South Los Angeles Area.

SUPERVISION RECEIVED
The Maintenance Worker reports directly to and receives the majority of their assignments from the Administrative Sergeant. However, direction and assignments may also come from the Office Services Supervisors, Lieutenants, and the Area Commander.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS
Well organized with detail, ability to multi-task, ability to follow written and oral instructions, strong interpersonal and communications skills, ability to work interdependently with minimal supervisor, honest, integrity, excellent attendance, and computer skills.

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
50%	Maintaining the cleanliness of the grounds, removing debris and weeds from the parking lots and garbage bins, trimming and landscaping of the front grounds, to include the use of the lawnmower and trimmers to move the front lawns and trim plants and weeds as appropriate, and clean the sidewalks.
15%	Collecting garbage and cleaning garbage receptacles, dusting desks, cabinets, counters, tables, equipment, and furniture, dusting floors and hallways with a dry push mop, stripping, cleaning and waxing floors as needed, vacuuming carpets and rugs, cleaning and disinfecting smudges on glass, counters, telephones, walls, doors, and writing tables with spot and smudge remover to maintain the cleanliness of the office facility.
15%	Cleaning and disinfecting sinks, replenishing wash soap and soap dispensers, cleaning and disinfecting urinals and toilet bowls, replenishing toilet tissue, sanitary seat liners, and paper towels dispenser, cleaning and polishing metal parts of faucets/fixtures, urinals, and door knobs, and moping restroom with disinfectant cleaner to ensure the sanitary condition of the facility.
10%	Assisting the Automotive Technicians with Fleet Focus data entry and going to the automotive dealerships to help transport vehicles back to the Area with Automotive Technician.
	Non-Essential Functions
5%	Replace light globes and tubes, assist in moving and arranging furniture and equipment as required.
5%	Performs other job related, within the scope of the classification, as assigned.

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