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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal	Museum Custodian (PI)	549-742-2042-902
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
San Luis Obispo Coast	Museum Custodian (PI)	R15
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Museum Sector	Hilltop Collections Office	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Museum Curator I

SENSITIVE POSITION DESIGNATION: (Check if applicable)

☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

This position works under the supervision of the Museum Curator I at Hearst San Simeon State Historical Monument (Hearst Castle). The reporting location is the Collections Office at Hearst Castle. The Museum Custodian is responsible for the care, cleaning, protection, and maintenance of the historic furnishings, museum collections, and building interiors at Hearst Castle. Duties include specialized cleaning and preservation techniques appropriate for historic materials and objects. Hearst Castle is open seven days a week. The work schedule includes weekends and holidays when needed for operations. This is a permanent intermittent position that is limited to 1,500 hours of scheduled work per year.

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%	**Collections and Museum Maintenance** Performs custodial and preservation duties throughout museum facilities, including sweeping, mopping, vacuuming, dusting, waxing, washing windows, and cleaning historic restrooms. Cleans, maintains, and protects historic furnishings, museum collections, decorative objects, and building interiors using established museum preservation practices. Performs specialized cleaning techniques for tapestries, textiles, statuary, marble, antique wood, metals, and other historic materials. Performs cleaning and maintenance activities in accordance with established collection care and preservation procedures to prevent damage or deterioration. Performs Integrated Pest Management and cleaning activities, including monitoring signs of pests, reporting findings, coordinating rodent and insect control, organizing and deploying pest traps based on collected data, keeping areas clean, and implementing approved preventive measures. Performs Integrated Pest Management activities, including monitoring, reporting, and implementing approved preventive measures. Monitors and assists with environmental conditions affecting collections, including temperature, humidity, sunlight, and air circulation. Cleans marble statuary and other architectural features using appropriate tools, equipment, and techniques. Safely uses hand tools, ladders, scaffolding, and specialized lifting equipment as required to perform assigned duties. Performs routine cleaning, dusting, polishing, and waxing of historic surfaces and furnishings as necessary.
30%	**Equipment Maintenance**

	Performs minor servicing, repair, and preventive maintenance of custodial, museum, and other miscellaneous equipment. Assists with the inventory, inspection, and organization of equipment, tools, and supplies. Assists with the assembly, placement, and use of scaffolding and scissor lifts in accordance with established safety procedures. Maintains accurate records of equipment, tools, inventory, and maintenance activities. Performs vehicle inspections and reports maintenance or safety concerns as required. Operates and maintains equipment in a safe manner and in accordance with manufacturer recommendations and Department policies.
15%	**Facility Maintenance** Performs semi-skilled maintenance and repair of historic and modern building systems and installations, including minor plumbing, electrical, and carpentry work. Assists with the maintenance and preservation of historic building interiors, fixtures, and installations using appropriate methods and materials. Performs minor sewing, textile repair, and related work as necessary to support the care and maintenance of museum furnishings and collections. Reports significant maintenance, preservation, or safety concerns to the appropriate supervisor or staff member.
10%	**Training and Administration** Assists with training seasonal senior maintenance aides in the proper methods, techniques, and procedures for cleaning, handling, and protecting museum collections and historic furnishings. Communicates effectively with supervisors, coworkers, and other Department staff to coordinate work activities and complete assignments. Participates in the use of computerized asset management and museum collection systems, including the Computerized Asset Management Program (CAMP) and The Museum System (TMS), as assigned. Enters and maintains accurate information related to equipment, assets, collections, and maintenance activities. Completes required documentation, reports, and general administrative paperwork associated with assigned duties.

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

Work involves moderate exposure to environmental conditions including heat, dirt, dust, fumes, smoke, unpleasant odors, and loud noises. Outdoor work is common. The incumbent may work in confined or elevated areas and may be required to use ladders, scaffolding, and mechanical lifts. The position requires frequent and prolonged periods of standing, walking, bending, stooping, reaching, and sitting. The work requires moderate physical exertion, including lifting, carrying, pushing, and pulling equipment, supplies, and materials.

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**