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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Maintenance Mechanic	549-650-6940-001
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Northern Buttes District	Maintenance Mechanic	R12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Cascade Sector	Shasta State Historic Park	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Park Maintenance Chief 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 will work under the direction of the Park Maintenance Chief I. The reporting location for this position is Sector Maintenance Shop located at 10721 Trinity Alley, Shasta CA 96087. The normal work hours are from 7:00AM to 3:30PM, Monday through Friday, with varying shifts on holidays and during special events. The incumbent may be assigned to work at other locations throughout the district as needed. The Maintenance Mechanic will perform skilled and semiskilled systems and facility maintenance and repair work throughout the Sector on a wide variety of park facilities, including buildings and HVAC, electrical, water, and sewer systems. Responsibilities also include the knowledge, skills and diagnostic ability necessary for maintenance of pumps, motors, controls and high voltage electrical equipment related to heating, venting, and air conditioning systems, electrical, water, and sewer systems. 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.

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** Performs inspections, diagnoses problems, and completes repairs to HVAC, electrical, water treatment and testing, and sewer systems. Completes skilled and semi-skilled building construction and repair work. Skilled tasks consist of refrigeration, carpentry, plumbing electrical, painting, masonry, welding, and other trade skills as necessary to carry out the approved maintenance program. Estimates project costs and material lists, prepares purchase and contract documents, purchases materials, prepares reports and keeps routine records. Completes California Environmental Quality Act (CEQA) and 5024 requests prior to starting appropriate projects. Assists in project planning and maintenance budgeting. Serves as State representative on contract projects as assigned. Completes Maximo facility assessments and work orders. Ensure all repairs and tasks performed with due regard to safety and sensitivity to the resource and meet applicable Federal, State and County codes. Acts as a lead worker and may train less skilled employees or agency work crews in projects and minor repairs. Accurately complete and submit all required water treatment report/logs.

25%	**Lead Responsibility** Serves as lead person for permanent and seasonal staff and may also lead volunteers, county sponsored assistance, California Conservation Corps and California Department of Corrections and Rehabilitation crews, and others. Assists in orientation, training and oversight of employees including general safety practices, correct and safe use of equipment, hand tools, flammable and toxic materials, and various cleaning products. Conducts tailgate safety meetings, completes task hazard analysis, and assigns tasks and ensures completion. Provides factual, objective information to supervisor in completing employee evaluations.
15%	**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, posthole 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 project. Accurately complete and submit all required water treatment reports/logs. 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.

MARGINAL FUNCTIONS:

%	TASK/DUTIES
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.
5%	**Safety** Attends, conducts, and participates in tailgate safety meetings. Documents training and safety meetings as required by applicable laws, rules, and regulations. Wears appropriate safety equipment, as required. Carries out assignments and maintains work areas in accordance with established safe job practices. Isolates and/or immediately corrects any problem posing a hazard to visitors or employees and notifies supervision of same.
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

Outdoor work is common. The incumbent's work will involve moderate exposure to a full range of environmental conditions, varying terrain, unusual elements and inclement weather. This includes extreme temperatures; cold, windy, wet and muddy conditions; hot, dry, muggy or unpleasant conditions; exposure to dirt, dust, fumes, smoke, unpleasant odors and loud noises. This will require the incumbent to work in old/abandoned structures; around sewage and trash; along lakes, creek banks, wetlands, rocks, brush and in remote locations.

Typical work activities involve frequent and prolonged periods of standing and walking. Considerable physical activity is common and a primary part of the job. The position requires heavy physical work; heavy lifting, pushing or pulling of objects up to 60 pounds. The incumbent will use their hands and power tools

applicable to the position and as necessary to complete various tasks. May entail muscular strain, including walking, standing, stooping, sitting, kneeling, squatting, bending, twisting, lifting, carrying and reaching on uneven and slippery surfaces. The incumbent must have the ability to climb stairs/inclines, walk or traverse even and uneven terrain for extended or prolonged periods of time, and walk on variable surfaces. Requires the use of safety equipment such as hard hats, safety glass, safety boots, gloves, ear protection and respirators.

The work environment involves some exposure to hazards or physical risks, which require following basic safety precautions, listening effectively, following instructions and the ability to perceive hazards to the public, structures and exhibits to ensure safety while complying with Department policy, demonstrating adaptability and effectively communicating.

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.
T-1 Water Operator License or D-1 Distribution Operator License are desirable. One or both water licenses are acceptable.

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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