STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Garberville Area	Northern Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Maintenance Worker	R12	Permanent	Intermittent	97
POSITION NUMBER	CURRENT DATE			
388-125-2029-952	11/16/2026			

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

FUNCTION OF POSITION

Under the direction of the Lieutenant, the Maintenance Worker is responsible for janitorial and general maintenance related duties for the Area and Laytonville Resident Post facilities. Maintains overall cleanliness, performs landascape maintenance, and performs as an assistant to the Automotive Technician II on a limited basis for the Garberville Area and Laytonville Resident Post facilities.

SUPERVISION RECEIVED

The Maintenance Worker reports directly to and receives the majority of their assignments from the Lieutenant.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
40%	Maintains cleanliness of the Area/Laytonville facilities including mopping/waxing floors, vacuuming carpets, emptying and cleaning waste receptacles, washing windows and doors, cleaning window sills, cleaning blinds, cleaning/dusting furniture and equipment. Conducts daily cleaning of restroom facilities and re-supplying all paper products and soap. Removes smudges/marks from all floors, doors, walls, and glass. Cleans break room including appliances, tables, cabinets, countertop, sink, common items including dishes and refrigerator. Cleans exterior of Area building including the parking lot area, sidewalks, fuel bays and parking garage. Changes filters, replaces ballasts and fluorescent bulbs, moves furniture and supplies.
25%	Assists the Area Automotive Technician II, on a limited basis, by performing routine tasks related to tire maintenance, transport and refueling of vehicles. Inspects, removes, rotates, mounts, inserts studs, balances tires, inventories and stacks tires in shelves. Maintains motor vehicle maintenance schedule records and assists with transportation of vehicles to dealerships and/or repair facilities. Reviews pair invoices for completion of job order and corrects total charges, maintains inventories of automotive supplies, and makes automotive adjustments and repairs.
20%	Landscape duties include mowing, trimming and maintaining lawn; minor trimming of trees; maintaining or replacing ornamental plants; maintaining and repairing irrigation equipment to ensure all plants are watered.
10%	Cleans departmental vehicles. This includes washing and waxing the exterior, washing windows inside and out, vacuuming and washing the trunk and interior.
	Non-Essential Functions
5%	Performs other job related duties, 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