STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
San Onofre CVEF / 651	Border			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Maintenance Worker	R12	Permanent	Intermittent	63
POSITION NUMBER	CURRENT DATE			
388-651-2029-952	03/05/2026			

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 Sergeant, the Maintenance Worker is responsible for providing general janitorial support, maintenance of the office building, main scales area, sheds (northbound/southbound) and grounds for the San Onofre Commercial Vehicle Enforcement Facility.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
55%	Performs janitorial duties including sweeping, vacuuming. shampooing, mopping, and buffing floors; leans, dust, and polishes cabinets, desks, counters, and furniture; empties and cleans waste receptacles; cleans walls, windows, and blinds;· cleans and maintains restrooms including mirrors, toilet bowls, urinals, wash basins, refilling lavato1y supply dispensers, and cleaning counters; assists in· moving and arranging furniture and equipment; replaces light globes and tubes as needed; maintains and orders janitorial supplies to ensure a clean and safe working environment.
35%	Performs general grounds maintenance duties including minor pruning, trimming, watering, and maintaining-ornamental plantings; keeps parking lot free of debris and sweeps siclewalks;·and maintains records for facil ity and grounds repairs. Ensures the facility and surrounding grounds are kept neat, clean,and in good repair to reflect favorably upon the Department.
5%	Cleaning and refueling of commands vehicle fleet.
	Non-Essential Functions
5%	Perform other job related duties within the scope of the classification, as assigned.
TOTAL 100%	

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San Onofre CVEF / 651
Maintenance Worker
388-651-2029-940

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