STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT		DIVISION			
Truckee/222		Valley			
CIVIL SERVICE CLASSIFICATION TITLE		BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Maintenance Worker		R12	Permanent	Full-Time	
POSITION NUMBER		CURRENT DATE			
388-222-2029-956		03/22/2022			
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 Area's Facilities Sergeant, the Maintenance Worker is responsible for the maintenance of the buildings and grounds, the coordination of facility repairs, and providing assistance to the automotive technician for the Truckee Area.

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

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS
Indoors and outdoors and physical in nature. The Truckee Area has severe weather during the winter months (from November through April). This will include winter driving conditions to and from work, and snow/ ice around the facility.

SPECIAL PERSONAL CHARACTERISTICS
Hardworking, self starter, can work with minimal supervision, excellent attendance, courteous, quick learner, good at multitasking, and has attention to detail.

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
55%	The maintenance and upkeep of the main office building, parking garages, automotive garage, outdoor enclosed storage area, sidewalks, front entry way, front parking lot and landscaping. This includes but is not limited too: minor repairs, routine facility maintenance, operating machinery and equipment, landscape maintenance, weed control and trimming, pruning and watering of all planted areas, keeping parking lot free of debris, sweep sidewalks, sweep garages, assist in snow removal in parking areas, automatic gate maintenance, ice control and safety assurances, and keeping the facility and grounds neat and orderly.
20%	Providing assistance to the Automotive Technician. This includes ensuring state vehicles are properly maintained, delivering and picking up state vehicles from repair shops, helping maintain records of state vehicles repairs and maintenance, and assisting the Automotive Technician with minor adjustments and repairs.
10%	Maintaining a good working knowledge of the technological systems and equipment related to the facility to identify any issues that may arise. This includes systems related to the facility's HVAC system, fire alarm monitoring system, exterior concrete hydronics system, fire suppression system, key card entry system, ice machine, and video monitoring systems. Contacts the appropriate vendor if any issues occur.
10%	Maintaining and ordering supplies for facility maintenance. Assist in preparing X-Numbers, requisitions, and supply ordering for the facility related items. Additionally, staying current with the Area's facility related contracts and having regular communication with the Facilities Section Associate Business Management Analyst.
	Non-Essential Functions
5%	May assist custodian if needed.
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