

## **CALIFORNIA CONSERVATION CORPS**

### **POSITION DUTY STATEMENT**

<b>WORKING TITLE OF POSITION:</b> Maintenance Mechanic		<b>REPORTING UNIT NUMBER:</b> 436	
<b>DIVISION/BRANCH OR CENTER:</b> Region II		<b>LOCATION:</b> Lake Elsinore, CA	
<b>CLASS TITLE:</b> Maintenance Mechanic		<b>POSITION NUMBER:</b> 533-436-6940-XXX	<b>EFFECTIVE DATE:</b>
<b>SUPERVISION EXERCISED</b>			
<b>NUMBER</b> 0-10	<b>DIRECT SUPERVISION CLASSIFICATION</b> Corpsmembers	<b>NUMBER</b> 0	<b>INDIRECT SUPERVISION CLASSIFICATION</b> None

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the above position:

Under the general direction of the Administrative Officer, California Conservation Corps, and in collaboration with the Departmental Construction and Maintenance Supervisor (at Sacramento Headquarters) regarding the technical aspects of trades, crafts, facility maintenance and green initiatives, the Maintenance Mechanic performs the duties and responsibilities listed below assigned to the position above. Incumbent must possess a California State Driver License to be able to drive state vehicles.

Relative Time  
Required

- 40%     **Facilities Maintenance**  
Inspect, maintain, troubleshoot and repair all building systems and grounds; including but not limited to, plumbing, electrical, heating, A/C, painting, water, irrigation, landscape, sewer, storm drain systems; repair commercial kitchen equipment, laundry appliances, and power tools. Respond to emergency calls in order to mitigate emergency conditions threatening the health and safety of staff, corpsmembers, public, state facilities and grounds. Maintain assigned tools and equipment in proper working condition and secure storage. This work may require overtime hours, working extended schedules including weekends and holidays.
- 25%     **Facilities Administration**  
Prepare estimates, write scope of work, make phone calls and direct work of contractors and service providers, monitor service contracts, special repairs projects, and inspect work for quality and completeness; attend various facility related training. Organize and maintain records, files and technical listings on equipment, tools, and products using programs such as Microsoft Office, Word, Excel, etc. Monitor and report facilities energy, water, and greenhouse gases. Track and review all building systems in an effort to find energy and resource saving and reduce greenhouse gases. Maintain and review maintenance records, warranties, Operations & Maintenance manuals, State Fire Marshall inspection reports, environmental inspection reports, and required permits. Act as center lead person responsible for the care, maintenance, and disposition of State Property items.
- 25%     **Vehicle Operations**  
Responsible for the coordination of vehicle operations including safety equipment and maintenance; schedule and take all vehicles in for repair and preventative maintenance; order and maintain all vehicle related forms and records, including monthly reporting of mileage and expenses; act as a liaison for Office of Fleet Administration's Fleet Inspector or California Highway Patrol (CHP) Terminal Inspection Officer, if so directed by the Administrative Officer; know and understand all vehicle requirements as they relate to CCC operations.

10%      **Corpsmember Direction**  
May lead and direct an in-center corpsmember crew assigned under them, including assigning tasks to be performed, tracking labor and time, and completing monthly performance evaluations.

I have read and discussed these duties with my supervisor.

Employee Signature	Date
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I certify that this duty statement accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date
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