



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Chief I	549-637-6232-XXX
DISTRICT/HQ SECTION	WORKING TITLE	CBID
North Coast Redwoods District	Park Maintenance Chief I	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Redwood Coast Sector	Northern Operation Center	
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input checked="" type="checkbox"/> State Housing Required		Park Maintenance Chief II
POSITION DESCRIPTION		
<p>The Redwood Coast North Park Maintenance Chief I is a first level supervisor responsible for the supervision of the maintenance employees for campground operations within the Redwood National and State Park and is under the direction of the Park Maintenance Chief II.</p> <p>As the Park Maintenance Chief I, it is the responsibility of this position to act as liaison with all agencies that regulate or impact maintenance functions and to develop and promote a close working relationship with the Redwood National Park management staff for areas within Redwood National and State Parks. The incumbent's work schedule will be Monday through Thursday from 7:00 a.m. to 5:30 p.m.</p>		
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	
30%	<p><u>Management and Supervision</u> Planning, directing, organizing, and reviewing all State Park campground and facility aspects within Redwood National and State parks maintenance program. These include facility maintenance, grounds, equipment maintenance and replacement, housekeeping, resources, and property. Plans, organizes, and controls the campground maintenance services function for State Parks within Redwood National and State Park regarding helping achieve all District, and Redwood National and State Park goals and objectives. Uses all related mission and vision statements as guiding principles. Serves as a first level supervisor responsible for the management within Redwood National and State Parks, in accordance with a memorandum of understanding between State Parks and the National Park Service to jointly manage the resources and operations of the partnership, in regard to decision making, policy review and changes, planning, and new developments. Oversees the implementation of various databases, such as Maximo, to ensure accuracy of reports, tracking, timely updates, and training.</p>	
30%	<p><u>Administration</u> Serves as a liaison with groups, and outside regulatory bodies with regards to general Redwood National and State Parks issues affecting Campground operations and specific maintenance issues. Provides a safe and healthy environment for all Redwood National and State Park work staff and visitors, within Campground Operations. Works closely with the Visitor Services, Roads and Trails, and Resources functions to ensure clear and effective team working among and between all</p>	



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	functions. Works with the Administrative Services function, administers purchasing, contracting, budgeting, and personnel programs within the Maintenance Services function.	
25%	<p><u>Maintenance</u> Ensures that general equipment and maintenance principles are followed throughout the operation. Independently plans, organizes, coordinates, and controls the overall State Park Campground operation with Redwood National and State Parks maintenance program. Follows building codes and automotive management principles. Provides guidance and oversight to assure that all facilities, systems, and equipment are maintained in a safe, operable, and clean condition. Uses blueprints, work plans, and specifications to accomplish required work. Updates, maintains, evaluates, and monitors facility maintenance records, schedules, and standards. Identifies repair needs, projects, and prepares cost estimates. Coordinates maintenance program and project work with all other functions so that any inconvenience to the public is minimized and all grounds and facilities remain safe for public use. Has oversight to ensure compliance with mandated hazardous materials handling and storage standards.</p>	
10%	<p><u>Resource Management</u> Plans, organizes, and directs work crews to perform resource maintenance work. Provides input regarding natural, cultural, and historical resources within the Redwood National and State Parks relating to the Maintenance Program. As a management team member, works to ensure CEQA and 5024 compliances in all aspects of maintenance work. Utilizes the resources scientific staff of Redwood National Park and State Parks for project planning, review, and endangered species consultation with governing agencies for lands within Redwood National and State Parks.</p>	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
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		
Required to work in office; work outdoors; travel in state vehicle; work during inclement weather; work during state emergencies.		
SPECIAL REQUIREMENTS:		
A valid class C driver license is required for this position.		
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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DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Supervisor	549-637-6229-XXX
DISTRICT/HQ SECTION	WORKING TITLE	CBID
North Coast Redwoods District	Maintenance Supervisor	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Redwood Coast	North Operations Center	
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input checked="" type="checkbox"/> State Housing Required		Park Maintenance Chief II
POSITION DESCRIPTION		
<p>The Park Maintenance Supervisor, assigned to the Redwood Coast Sector, works under the direction of the Park Maintenance Chief II. The reporting location for the position is the North Operations Center in Crescent City.</p> <p>The primary duties of this position will be providing day to day supervision of the maintenance program in the assigned parks, which include Pelican SB, Tolowa Dunes SP, Jedediah Smith Redwoods SP, and Del Norte Redwoods SP. Responsibilities include planning, organizing, directing, and controlling all aspects of the technical services function to meet district and department standards.</p> <p>This position is responsible for developing and promoting a close working relationship with the Redwood National Park staff for issues involving the units in the Redwood National and State Parks (RNSP), which is part of a partnership under a formal cooperative operating agreement between California State Parks and Redwood National Parks.</p> <p>The incumbent's work schedule will be Monday through Thursday from 7:00 a.m. to 5:30 p.m.</p>		
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	
30%	<p><u>Maintenance -</u> Ensures that general equipment and maintenance principles are followed.</p> <ul style="list-style-type: none"> - Follows building codes and automotive management principles. - Consults regularly with District Maintenance Chief to ensure proper techniques are applied to all projects. - Provides guidance and oversight to assure that all facilities, systems, and equipment are maintained in a safe, operable, and clean condition. - Uses blueprints, work plans and project specifications to accomplish required work. - Updates, maintains, evaluates, and monitors facility and equipment maintenance records, schedules, and standards. - Identifies repair needs and projects, prepares cost estimates. 	
30%	<p><u>Management and Supervision –</u> - Plans, directs, organizes, and reviews programs relating to all aspects of the maintenance program. This includes facility, grounds, equipment preventative and deferred maintenance and replacement, housekeeping, resources, roads, trails, and collections.</p>	



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	<ul style="list-style-type: none"> - Recruits, hires, trains, evaluates, corrects, and directs permanent and seasonal employees, volunteers, work crews, contractors and others providing services. Develops yearly appraisal of staff and conducts interviews. - Provides for a safe and healthy work environment for all staff and visitors. Ensures compliance with mandated Cal-OSHA requirements, hazardous materials handling and storage standards and other related governing rules and regulations. - Responds promptly to complaints and takes proactive measures to ensure a harassment and discrimination free workplace.
20%	<p><u>Administration –</u></p> <ul style="list-style-type: none"> - Complies with laws, policies, and procedures - Accurately and promptly completes purchase documents, time sheets, contracts, maintenance records and other documents required to maintain the maintenance program. - Serves as approving official for CalCard use. - Acts as the State's representative for contracts. <p>Makes effective use of electronic media to communicate, complete work assignments and manage the maintenance program.</p> <ul style="list-style-type: none"> - Prepares budgets and accounts for assigned maintenance funds, plans expenditures, and ensures that expenditures remain within allocated funds. - Schedules, conducts, and attends staff meetings.
15%	<p><u>Resource Management</u></p> <ul style="list-style-type: none"> - Consults with natural, cultural, and historical resources staff on issues relating to the maintenance program. - Completes or comments on Project Evaluation Forms (PEF). - Follows recommendations contained in approved CEQA and PRC 5024 documents. - Attends and provides input to the resources operations team meetings for Redwood National and State Parks (RNSP). - Implements recyclable program for the Sector and other resource programs as they relate to the maintenance program.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
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	
SPECIAL REQUIREMENTS:	
Housing is required in order to fulfill the requirements of the job.	
<p>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.</p>	
SUPERVISOR STATEMENT:	



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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