



Duty Statement

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central		Park Maintenance Supervisor	549-738-6229-003
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Central Valley District		Park Maintenance Supervisor	S12
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Four Rivers Sector		San Luis Reservoir SRA	
STATE HOUSING (Check if applicable)			IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.			Sector Maintenance Chief
POSITION DESCRIPTION			
<p>Under the direction of the Sector Maintenance Chief, this position is responsible for supervising, planning, and directing the Technical Services staff and the day-to-day maintenance operations at San Luis Reservoir State Recreation Area (SRA), Pacheco State Park, McConnell SRA, George J. Hatfield SRA, Great Valley Grasslands State Park, and may assist with Dos Rios State Park. The incumbent's work schedule will be Monday to Friday from 6 a.m. to 2:30 p.m. The reporting location is the Four Rivers Sector Office located in the city of Los Banos, CA.</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%	MANAGEMENT AND SUPERVISION Provides supervision, guidance, orientation, training, and direction for the Technical Services section at the Four Rivers Sector. Maintains close communication with Sector staff, keeps the Sector Maintenance Chief fully informed of all maintenance, personnel, and other issues. Demonstrates a high standard of leadership and ensures conformance with departmental standards, policies, and procedures. Attends and participates in district and sector meetings. Plans, schedules, and will conduct maintenance staff and unit meetings. Complete annual performance appraisals on assigned employees. Maintains detailed schedules for the maintenance staff ensuring all commitments are met. Guides, counsels, evaluates, and takes corrective action for subordinate personnel. Interviews and hires seasonal personnel, provides orientation and training for maintenance personnel, evaluates employee performance, and prepares performance reports. Administers appropriate employee discipline, counsels' employees, recommends punitive actions, when necessary, approves/certifies maintenance personnel time accounting and absence request, and remains current on all employee bargaining contracts related to the maintenance function and implements the same in accordance with DPR policy. Interacts with district staff on district wide projects. Promotes safety awareness for all maintenance staff, maintains good relations with park visitors, volunteers, concessionaires, other public agencies, and all employees		
20%	FACILITY MAINTENANCE Develop and implement maintenance standards required to maintain facilities. Inspects facilities and develops an annual plan for maintenance based on the inspection process and preventive maintenance requirements. Plans, organizes, budgets, implements, evaluates, updates, and supervises a program to ensure that all facilities and equipment are maintained to the highest possible standard, in a safe condition, and utilized as intended. Follows all departmental policies and other regulations and guidelines in the implementation of the maintenance program. Facilitates, organizes, schedules work, and supervises procedures for conducting housekeeping activities that follow the Department Operations Manual (DOM) for standards of housekeeping. Oversees grounds keeping operations that include maintaining, protecting, and improving the landscape. Recommends methods for accomplishing work, estimates materials and labor costs, and plans for economical use. Trains and instructs employees in safe and proper use of tools and equipment		



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20%	ADMINISTRATION Complies with departmental guidelines and procedures in purchasing and obtaining supplies, materials, and equipment. Manages allocated funds for seasonal personnel and facility maintenance to ensure that work commitments are met. Reviews and approves time sheets on permanent and seasonal employees in a timely manner. Serves as liaison with contractors, vendors, special interest groups and governmental agencies. In conjunction with the Maintenance Chief, prepares facility maintenance and equipment budget for the Sector maintenance program. Works with Sector Maintenance Chief to update Park Infrastructure Data Base (PID). Administers the Sector’s CAMP program, including the Vehicle Usage Report (VUR)	
15%	EQUIPMENT MAINTENANCE Provides for proper maintenance and care of all vehicles, tools, and equipment assigned to the Sector Facility Maintenance Program. Ensure completion of monthly usage reports on all sector facility maintenance vehicles and equipment and administers the Sector’s VUR. Coordinates needed vehicle repairs and maintenance with the district mechanics. Prepare budget documents and recommend replacement of equipment.	
10%	RESOURCE MANAGEMENT Ensures compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act within the parks. Ensures that maintenance projects do not damage or threaten natural, cultural, and archeological resources. Prepares, reviews, and assists with Project Evaluation Forms (PEF)	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training courses and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Typical work activities involve frequent periods of bending, stooping and lifting. Perform indoor and outdoor work often in inclement weather. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. May work in remote locations		
TELEWORK DESIGNATION:		
This position is designated as not telework eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid Class “C” Driver’s License is required. May require heavy physical work including lifting, pushing, or pulling. Read, write and understand English		
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
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