



## Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Facilities and Development	Park Maintenance Chief I	549-802-6232-400
DISTRICT/HQ SECTION	WORKING TITLE	CBID
District Facilities Management	Park Maintenance Chief I	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Statewide Crews / Cannabis North Crew	4940 Lang Ave, McClellan, CA 95652	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		Senior Park & Recreation Specialist
POSITION DESCRIPTION		
<p>Under the general direction of the Senior Park and Recreation Specialist of the District Facilities Management Program, the Park Maintenance Chief I (PMC I) serves as a first level supervisor responsible for the management of the Proposition 64 Cannabis "Ingress and Egress" Crew. The PMC I will provide leadership, supervision, training, and employee development opportunities to the staff. The incumbent maintains cooperative professional relationships within the community to further the philosophy and purposes of the State Park System and ensure clear direct liaison is maintained with local, State, Federal and outside entities with similar roles and responsibilities. The Park Maintenance Chief I works directly with District, Headquarters staff and is responsible to keep District management informed of progress on projects, controversial or sensitive issues and the overall status of the program.</p>		
<p><b>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.</b></p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	<p><b>Roads and Trails Project Development and Implementation Support-Ingress and Egress</b>            Manage, supervise and implement statewide road and trail maintenance and repair projects in support of Proposition 64 Protection and Remediation Program. Develop yearly and multi-year project schedules. Reviews project requests from Districts and other Headquarters Divisions including Natural and Cultural Resources Divisions. Works closely and coordinates projects with Natural and Cultural Resource Management personnel, other District and Headquarters level staff. Pre-fields, plans, and prepares cost estimates, pre-fields District proposed projects, and develops appropriate prescriptions of work, time estimates, material estimates, equipment and tool needs. Works independently and supervises lower level permanent and seasonal employees, inmate crews, conservation corps crews (CCC) and volunteers in all forms of trail maintenance and construction. Assigns or coordinates staff and interagency work crews and/or personally performs skilled and semi-skilled tasks, utilizes a wide variety of construction and maintenance hand and power tools and equipment to complete assigned trail projects.</p>	
25%	<p><b>Employee Supervision/Lead worker and Training</b>            Responsible for coordination with and/or management of department employees including equipment operators, maintenance mechanics and/or contractors. Coordinate the activities of work crews including interagency youth corps and state park labor crews. Provide individual project oversight and evaluation, monitoring of scheduled projects for timeliness, quality, logistical support, the development of performance evaluations, training requests, career development and support advocacy of assigned staff. Stays familiar with and abides by the contract for Bargaining Unit 12. Ensures the Department of Parks and Recreation and outside agency work crews have the complex skills necessary to complete assigned projects.</p>	
20%	<p><b>Project Implementation Program Administration</b>            Collects, evaluates and submits project agreements, outside agency task orders, cost estimates, development, review and documentation of project work including daily work records. Ensures proposed</p>	



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	work is consistent with Unit funding. Responsible for all project development and expenditure of assigned funding. Prepares and/or reviews all purchase documents related to project expenditure including PCard, Purchase Orders, and 285's. Shall be responsible for the preparation of yearly and monthly project work schedules.	
<b>10%</b>	<b>Program Support/ Equipment Management</b> Represents the District Facilities Maintenance Program Ingress/Egress component of Prop 64 Cannabis remediation program in meetings with other matrix managers of the team and provide periodic reports and schedules to the team to ensure accountability and adherence. Scheduling and operation of equipment assigned to the Prop 64 Ingress/Egress program which includes hand and power tools, light, medium and heavy duty on road fleet assets, and mechanized equipment. Maintains records and enforces safety precautions and standard procedures relating to vehicle and equipment operation.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Project support requires the ability to drive trailers and dump trucks containing equipment and materials needed to support road and trail operations. In addition, it is required at times to transport large numbers (12+) of crew members to and from projects sites.	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Work will include heavy manual labor, extensive walking to and from work sites, hot summer temperatures, cold winter conditions including work in rain and snow conditions, and work in high altitude, desert and coastal environments.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as not telework eligible.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid California Class B driver's license.		
<b>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.</b>		
<b>SUPERVISOR STATEMENT:</b>		
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.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
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.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>