



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Maintenance Chief I	549-738-6232-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Park Maintenance Chief I	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Ranch San Luis Sector	San Luis Reservoir SRA	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Sector Superintendent
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the direction of the Four Rivers Sector Superintendent, the Park Maintenance Chief I plans, directs, organizes, and schedules the maintenance projects for the Sector. The Rancho San Luis includes a geographically extensive patchwork of park units and may require frequent travel by the Park Maintenance Chief I. The primary units include San Luis Reservoir State Recreation Area, Los Banos Creek State Recreation Area, and Pacheco State Park. Other parks that may require oversight in the area are McConnell State Recreation Area, George Hatfield State Recreation Area, Great Valley Grasslands State Park. Due to the centralized location of the Sector Office the Park Maintenance Chief has day-to-day supervision of the Central Valley District automotive shop, heavy equipment operation, water and sewer treatment plant operations. The Park Maintenance Chief I may act on behalf of the Sector Superintendent in their absence.</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: Plans, directs, organizes and controls the assigned park unit's maintenance functions and related activities which lead to the attainment of the Department, District, and Sector goals and objectives. Directly supervises, guides, counsels and evaluates employees. Recruits, selects, hires and separates permanent employees in accordance with Civil Service procedures and standards. Follows equal opportunity guidelines and provides a harassment free work environment for maintenance employees. Evaluates programs, facilities, and services the development of appropriate programs, and their implementation to achieve sector, district and department maintenance/technical service goals. Coordinates staff to ensure work is accomplished in a timely manner according to standards. Works with outside agencies that have mutual interest or responsibility to maintain compliance with laws and ensure effective coordination of efforts. Keeps informed of personnel policies and procedures regarding punitive actions, and employee grievances. Remains familiar with the employee labor contracts for appropriate bargaining units under collective bargaining laws. Initiates adverse action as delegated by the District Superintendent and formulates responses to first level employee grievances. Actively promotes safe working conditions and habits within the functions.	
30%	ADMINISTRATION:	

	<p>Prepares, reviews, reads and studies, correspondence manuals, policies, directives, and orders relative to the maintenance function. Completes controlled correspondence as required when subject matter is related to the maintenance functions. Assists in the preparation, and review of the Sector operations budget. Prepares and coordinates all aspects of the Sector's maintenance and equipment budget. Works with the Sector Superintendent to set priorities for the Sector equipment replacement, Cat I, II, and road budgets. Analyzes maintenance and equipment maintenance expenditures to ensure maximum efficiency of Sector funds and ensure that Sector, District, Department and State policies are followed. Assists in developing and monitoring maintenance contracts for compliance. Develop and review specifications for Sector maintenance contracts. Ensure that all maintenance employees are aware of training opportunities. Ensure required training and required certifications are complete and/or current. Reviews and approves time sheets and purchase documents, plans, purchases and organizes work for optimum effectiveness. Plans and conduct Sector meetings to accomplish goals.</p>
25%	<p>MAINTENANCE PROGRAM:</p> <p>Reviews the assigned park unit's multilevel maintenance program ensuring that generally accepted principles for maintenance of facilities and equipment are followed. Plans, organizes and controls the Sector's maintenance program including all efforts directed toward facility housekeeping, facility maintenance, and equipment maintenance. Follows building codes and principles of automated equipment and fleet management. Provides overall guidance and supervision to ensure that all facilities, systems and equipment are clean, operable and well maintained and that all repairs are accomplished in an expeditious manner. Reads blueprints, work plans and specifications. Follows rules and regulations affecting construction and repair work. Updates, maintains, evaluates and monitors facility inventories, maintenance records, schedules guidelines, checklists and maintain standards. Identify needs, recommend repair methods and prepare cost estimates. Within Department guidelines, is responsible for the development and implementation of the Sector's equipment maintenance program. Coordinates all program efforts with the Sector Superintendent to ensure that inconvenience to the visiting public is minimized, that all grounds and facilities are safe for public use and that work programs are accomplished to provide maximum service to the public. Ensures the maintenance program is, in compliance with, the hazardous materials handling / storage standards.</p>
10%	<p>TECHNICAL SERVICES:</p> <p>Maintains current information on maintenance techniques, water and sewer treatment requirements, hazmat procedures, safety and related areas. Assist the district with program development and utilization of MAXIMO. Ensure that maintenance activities conform to requirements for Cal OSHA, Department of Health Services, Water Quality Control Board, local Counties, CEQA, PRC 5024 procedures, NEPA, Title 24 Americans with Disabilities Act, and other legal entities. Acts as State's representative on assigned public works projects inspecting work, authorizing changes and approving final payment. Works with the District Superintendent on all Sector issues relating to real property management. Sees that boundary surveys are up to date. Considers rights-of-way and easements and recommends action.</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	
TELEWORK DESIGNATION:	
This position is designated as NOT Telework Eligible.	
SPECIAL REQUIREMENTS:	

Possession of a valid class C driver's license is required.

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