



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field Division	Park Maintenance Chief III	549-940-9918-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Colorado Desert District	District Maintenance Chief	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	District Headquarters, Borrego Springs, CA	
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input checked="" type="checkbox"/> State Housing may be Required		District Superintendent I
POSITION DESCRIPTION		
<p>Under the general direction of the District Superintendent, the Park Maintenance Chief III is responsible for the management and administration of the entire facility maintenance program for the District and coordinates all District maintenance and technical submittals and plans, supervises and directs the maintenance functions in the District and recommends the priority for all District projects. The reporting location is the Colorado Desert District Headquarters in Borrego Springs, California. Housing is required for this position in order to fulfill the requirements of the job.</p>		
<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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	<p>MANAGEMENT AND SUPERVISION Directly manages and supervises unit facility supervisors in all aspects of the facility maintenance programs. Plans, directs, organizes, supervises, and controls maintenance and technical functions and activities. Hires, trains, and evaluates performance of key maintenance personnel. Participates in Park Unit and District staff meetings by providing information on any specific problems and recommend solutions. Works cooperatively with District supervisors and managers. Directly manages the District Wide Trails program, supervises the Water and Wastewater programs and the District Heavy Equipment operator program.</p>	
25%	<p>FACILITY MAINTENANCE AND PURCHASING Coordinates, plans, directs, organizes, and schedules facility maintenance programs to perform preventive and corrective maintenance to building structures, roads, trails, and systems. Coordinates, plans, directs, organizes, and schedules maintenance supplies and materials for the sector, and where practical and economical, for the district.</p>	
20%	<p>ADMINISTRATION Coordinates the District facility maintenance and equipment budgets by compiling a district budget from the budget requests submitted by the individual park units and district facility programs. Provides input for the annual budget. Prepares, submits, and maintains all records relative to facility maintenance and equipment programs. Runs reports in MAXIMO and presents District and unit cost projections to the District Superintendent. Prepares contract specifications for maintenance and construction projects. Approves contract submittals and oversees contract progress.</p>	
10%	<p>REAL PROPERTY MANAGEMENT AND RESOURCE MANAGEMENT Supervises the District's property and equipment management programs. Performs required property inspections, inventories, and reports. Assists staff in planning, budgeting, and executing resource management projects. Prepares budgets and executes contracts for real property management. Plans and budgets for the tree hazard reduction program, executes</p>	



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	tree hazard reduction contracts during periods of low visitor use and minimal environmental disruption with recommendations from District Resource Ecologists.	
10%	HAZARDOUS MATERIALS AND SAFETY Supervises, organizes, and oversees all aspects of hazardous materials management, maintains an updated hazardous materials protocol for response to emergency situations, and oversees SDS, respirator, and confined spaces programs and training. Coordinates management of the District and park unit safety programs. Ensure biweekly safety and accident prevention meetings are held. Reviews all park unit employees, state vehicle and visitor accidents, and takes action as needed to prevent recurrence. Provides leadership in the illness and injury prevention program and in the safety inspections for the facilities of the District.	
MARGINAL FUNCTIONS		
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