



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Park Maintenance Chief III	549-915-9918-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles District	Districtwide Facility Chief	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Angeles District	Malibu Creek State Park	
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 I, the Park Maintenance Chief III manages the daily housekeeping, facility maintenance, grounds maintenance, equipment management and related functions. The PMC III is responsible for the direct supervision of the District's Heavy Equipment Operator, PMC I's, PMS's, and Roads and Trails Supervisor, along with other permanent staffing. The District consists of Leo Carrillo SP, Point Mugu SB, Robert H. Meyer Memorial SB, Malibu Creek SP, Malibu Lagoon/Malibu Pier/Adamson House, Topanga SP/Will Rogers SHP, Santa Susana Pass SHP, Los Angeles SHP, Baldwin Hills SO, Pio Pico SHP, Los Encinos SHP, and Rio de Los Angeles SP. These park units are managed by a State Park District Superintendent and is further organized into the following functions: Visitor Services, Law Enforcement Services, Natural and Cultural Resource Management, Community Engagement and Planning, Interpretation and Education and Administrative Services</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	
35%	<p><u>Management and Supervision</u> Plans, directs, organizes, and reviews park programs relating to all aspects of the District's varied and complex maintenance program. Control Maintenance Services function and activities are necessary in achieving the objectives and goals of the District (May serve as the statewide Maintenance Program Coordinator). Formulates and determines maintenance program priorities. Directly supervises Park Maintenance Supervisors. Participates in and provides leadership input at District staff meetings. Effectively utilizes and equitably distributes the resources allotted to the maintenance function. Oversees the preparation and updating of all maintenance reports and files. Demonstrates a high standard of leadership and ensures conformance with Departmental standards, policies, and procedures. Coordinates annual Maintenance Services projects. Assists and provides resource material to the District and Program Managers to enable the highest level of management to be achieved within available resources.</p>	



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20%	<u>Administration</u> Facilitates the preparation of the maintenance budget among the sectors while coordinating with the District Superintendent. Represents the District in maintenance and other matters as requested by the District Superintendent. Develops and monitors spending plans and other budgetary requests. Oversees the operations of the District Work closely with the Superintendent and Administrative Chief in the administration and fiscal responsibilities. Attends civic meetings as directed. Ensures that all employees are updated on policies, permitting rule requirements, training opportunities, prepares training schedules and documentation. Provides necessary information on job training required by District. Maintains an effective working relationship with concessionaires and assists the Superintendent to ensure that all contractual obligations are met.
25%	<u>Facility Maintenance and Equipment Management</u> Ensures that all visitor, maintenance, and administrative facilities/grounds in the District are maintained at the highest level possible. Ensures all maintenance personnel are alert to facility housekeeping problems and take immediate action whenever appropriate. Oversees that all facilities are clean and properly equipped, as well as stocked for their intended use. Establishes and supports a comprehensive equipment maintenance program which includes ensuring all equipment assigned to the maintenance services function is operated only by qualified personnel according to established procedures; is well-cared for and kept clean; and inspected and maintained in good working condition.
10%	<u>Information, Interpretation, and Visitor Services</u> Ensures that maintenance personnel are trained and aware of the program in effect and supervises the exhibit refurbishment program. Provides cooperation and guidance to the interpretive and aquatic services program. Oversees related equipment, facilities, and personnel. Ensures the safety and protection of park visitors, personnel, resources, equipment, and facilities. Ensures proper and adequate visitor assistance and fee collection procedures. Ensures a spirit of wholehearted cooperation between visitor services and maintenance personnel at all levels.
5%	<u>Resource and Real Property Management</u> Provides cooperation and guidance to other staff in the planning and organizing of programs to protect park cultural and environmental resources and values. Ensures maintenance staff are aware of trespass and encroachment issues and takes appropriate action. Prepares comments pertaining to rights-of-way and easements.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attends staff meetings, trainings and prepares administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. Typical work activities may involve office and desk work as well as field visits, hiking to sites, working outdoors in all types of weather, altitudes, and seasons.	
TELEWORK DESIGNATION:	
This position is designated as not telework eligible.	
SPECIAL REQUIREMENTS:	



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Possession of a valid class C driver's license is required and must maintain a good driving record.

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



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Park Maintenance Chief II	549-915-6535-XXX
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles District	Park Maintenance Chief II	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	Malibu Creek State Park	
STATE HOUSING (Check if applicable)		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 I, the PMC II is responsible for the direct supervision of the District Heavy Equipment Operator, Roads and Trails Supervisor, PMC I's, PMSs, and indirect supervision of other permanent and seasonal staff. The PMC II is charged with recruitment and mentoring of permanent and seasonal park employees. The PMC II provides technical, facilities oversight and support for all park units and other programs within the district. In addition, ensures administrative needs related to technical services are met. The PMC II shall provide efficient and effective operational services within budgetary constraints and Departmental guidelines, policies, and procedures. The District consists of Leo Carrillo SP, Point Mugu SB, Robert H. Meyer Memorial SB, Malibu Creek SP, Malibu Lagoon/Malibu Pier/Adamson House, Topanga SP/Will Rogers SHP, Santa Susana Pass SHP, Los Angeles SHP, Baldwin Hills SO, Pio Pico SHP, Los Encinos SHP, and Rio de Los Angeles SP. These park units are managed by a State Park District Superintendent and is further organized into the following functions: Visitor Services, Law Enforcement Services, Natural and Cultural Resource Management, Community Engagement and Planning, Interpretation and Education and Administrative Services.</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	
25%	MANAGEMENT AND SUPERVISION The Park Maintenance Chief II will plan, supervise, and direct the District's Technical Service program. They will coordinate Technical Service activities with Park Unit Maintenance Supervisors and Chiefs, Department Service Centers, and other districts as necessary to carry out essential functions. The incumbent will coordinate the utilization of staff, equipment, materials, and supplies within the district to perform construction, repair, and maintenance of facilities. Duties include management of landscape and grounds maintenance, resource protection and preservation, hazardous materials, as well as fleet and road maintenance. PMC II assures department policy compliance by inspection, review and continued evaluation of the district's maintenance program and updates programs necessary to meet changing needs and requirements of the District and Department of Parks and Recreation. Acts as liaison to state and local agencies, businesses, and other partners to bridge gaps, enhance collaboration and ensure processes run smoothly. Coordinate all Technical Services activities within departmental policies, rules, and directives, and will keep the District Superintendent apprised of all activities on a timely basis. Reviews, plans, schedules, and establishes policies that will enable a high standard of cleanliness of all facilities. The PMC II shall demonstrate a high standard of leadership and ensure conformance with standards set by the Department of Parks and Recreation, control agencies, and other entities with jurisdictional oversight that pertains to the technical services function of the district.	
20%	ADMINISTRATIVE	



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	Facilitates and manages the development of Category 1 budget allocation, Schedule 9, Maximo functions such as PID, and other facility databases. Ensures work orders and other Maximo functions are completed as required. Develops and submits Project Agreements for projects with specific fund sources. The PMC II is responsible for position control of Technical Services staff. The PMC II evaluates performance and takes corrective action when needed. Reviews and provides comments on project evaluations (PEF's). The PMC II participates in District staff meetings as scheduled. Coordinates purchasing with personnel and administrative staff.
20%	FACILITY MAINTENANCE The PMC II ensures all facilities are maintained to the highest level possible. Ensures generally accepted principles and DOM chapter 8 standards for maintenance of facilities and equipment are followed. Independently plans, organizes, and controls the assigned program. Ensures compliance with building codes as it related to construction and repairs, principles of automotive equipment and fleet management.
20%	EQUIPMENT MAINTENANCE Ensures all equipment assigned to the Technical Services function is operated only by qualified personnel according to established policies, is well cared for and kept clean, and inspected and maintained in good working condition.
5%	RESOURCE AND PROPERTY MANAGEMENT Participates in the planning, coordination, and review of environmental resource protection for the enhancement and/or protection of natural, cultural, and archaeological resources. Provides cooperation and guidance to other staff in the planning and organizing of programs to protect park cultural and environmental resources and values. Ensures maintenance staff are aware of trespass and encroachment issues and takes appropriate action. Prepares comments pertaining to right of entry and easements.
5%	INFORMATION, INTERPRETATION AND VISITOR SERVICES Oversees that all maintenance personnel are trained and aware of the Interpretation and Education and Visitor Services programs. Additionally, the PMC II provides cooperation and guidance to these programs, as well as the aquatic services program. This position ensures maintenance, and personnel are trained in providing adequate visitor assistance and fee collection procedures. The PMC II ensures a spirit of wholehearted cooperation is shared between visitor services and maintenance personnel at all times.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
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