



DUTY STATEMENT

| DIVISION | CLASSIFICATION | POSITION NUMBER (Agency-Unit-Class-Serial) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Northern | Park Maintenance Chief III | 549-635-9918-003 |
| DISTRICT/HQ SECTION | WORKING TITLE | CBID |
| North Coast Redwoods | District Maintenance Chief | S12 |
| SECTOR/HQ UNIT | REPORTING LOCATION | INCUMBENT |
| Districtwide Services | Fort Humboldt State Historic Park | |
| STATE HOUSING | | IMMEDIATE SUPERVISOR |
| Housing not available | | District Superintendent I |
| SENSITIVE POSITION DESIGNATION (Check if applicable) | | |
| <input checked="" type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961 | | |
| POSITION DESCRIPTION | | |
| <p>Under the general direction of the District Superintendent I, the District Maintenance Chief (Park Maintenance Chief III) manages and administers the district's comprehensive maintenance program. This position provides second-level supervision and program coordination, ensuring facilities, equipment, and resources are maintained to departmental standards. The incumbent collaborates with program managers across maintenance, administration, public safety, interpretation and education, and cultural and natural resources to plan, direct, and oversee districtwide operations, budgets, and projects. The reporting location is Avenue, Eureka, CA 95503 at Fort Humboldt State Historic Park.</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 | |
| 40% | MANAGEMENT & SUPERVISION Direct and manage the District's Maintenance Program by planning, organizing, and reviewing all aspects of the district's complex maintenance operations. Oversee Maintenance Services functions and activities to achieve District objectives and goals, and (as needed) serve as the statewide Maintenance Program Coordinator. Establish program priorities, coordinate annual maintenance projects, and ensure resources are allocated and used effectively. Provide leadership and input at District staff meetings, maintain and update required reports and files, and ensure compliance with departmental standards, policies, and procedures. Supply resource materials and guidance to District management staff to support effective operations within available resources. Ensure maintenance staff are trained and aware of current interpretive and visitor service programs and oversee exhibit refurbishment efforts. Collaborate with interpretive, aquatic, and visitor services staff to support program needs, equipment, and facilities. Ensure the safety of visitors, employees, resources, and facilities, and support proper visitor assistance and fee collection procedures. Foster cooperation between maintenance and visitor services personnel at all levels. | |
| 20% | ADMINISTRATION | |

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| | Coordinate the preparation of the maintenance budget with the District Superintendent and Administrative Officer/Budget Analyst and develop and monitor spending plans and other fiscal requests. Represent the District in maintenance and related matters as directed. Oversee districtwide operations in collaboration with the Superintendent and administrative staff to ensure effective administration and fiscal management. Attend civic meetings as assigned. Ensure employees are informed of policies, permitting requirements, and training opportunities, and oversee preparation of training schedules and documentation. Provide information and support for job training as needed. Maintain effective working relationships with concessionaires and assist the Superintendent in ensuring that all contractual obligations are met. |
| 20% | <p>FACILITY MAINTENANCE AND REAL PROPERTY MANAGEMENT</p> <p>Ensure that all visitor, maintenance, and administrative facilities and grounds in the district are maintained at the highest possible level. Oversee and prioritize facility maintenance needs, coordinate projects and repairs, and ensure compliance with departmental standards, safety regulations, and accessibility requirements. Provide direction to staff to support preventive maintenance, timely repairs, and long-term preservation of District facilities.</p> <p>Provide guidance and support to staff in planning and implementing programs that protect cultural and environmental resources. Ensure maintenance staff are informed of trespass and encroachment issues and take appropriate action. Prepare comments and recommendations related to rights-of-way and easements.</p> |
| 10% | <p>EQUIPMENT MANAGEMENT</p> <p>Establish and oversee a comprehensive equipment maintenance program to ensure all equipment assigned to the maintenance function is operated only by qualified personnel in accordance with established procedures. Ensure equipment is properly cared for, kept clean, regularly inspected, and maintained in safe working condition.</p> |
| MARGINAL FUNCTIONS: | |
| % | TASK/DUTIES |
| 5% | <p>FACILITY HOUSEKEEPING</p> <p>Ensure maintenance staff remain alert to housekeeping issues and take prompt corrective action as needed. Oversee cleaning and upkeep to ensure all facilities are properly maintained, equipped, and stocked for their intended use.</p> |
| 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 | |
| This position requires office and field work across the district. | |
| 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 |
|--------------------------------------|---------------------------|-------------|
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