



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Park Maintenance Chief II	549-670-6535-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital	Park Maintenance Chief II	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	Old Sacramento State Historic Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		District Superintendent I
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
POSITION DESCRIPTION		
The Park Maintenance Chief II (PMC II) works under the general direction of the District Superintendent I within the Capital District and is responsible for all facility, equipment, housekeeping, and grounds maintenance. The PMC II provides management, oversight, and direction for the maintenance and technical services needs of the Capital District. The PMC II will report to 111 I Street in Old Sacramento.		
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%	<b><u>FACILITIES MANAGEMENT</u></b> Responsible for all facility, infrastructure, equipment, vehicle, HVAC, historic structure, refuse hauling, special event maintenance, operating permit (elevator, fire suppression, hazmat, backflow prevention), grounds, and housekeeping maintenance and repairs throughout the Capital District. Develops and maintains a preventative maintenance program, schedules maintenance work and equipment use. Oversees the Maximo program and maintains the district's maintenance and repair priorities in the Park Infrastructure Database (PID). Provides project management for a variety of construction and restoration projects throughout Capital District. Actively participates as a key member of the District's Leadership Team and works collaboratively with all staff to accomplish the district's mission and goals.	
25%	<b><u>SUPERVISION</u></b> Manages the Facilities Development program for the District. Oversees a diverse team of maintenance professionals. Evaluate employee performance as necessary, select personnel to fill positions, and take corrective and/or disciplinary action as needed. Seeks and/or provides regular training for maintenance employees within the district and ensures a safe working environment for all maintenance employees within the program through regular oversight of working conditions and work practices. Document the work schedule of employees and maintain work time records as necessary.	
20%	<b><u>FINANCE/BUDGET</u></b> Assists with developing and administering the annual program operating budget, seasonal budget, maintenance funds, and any other grants or special funds which may from time to time become available for District projects, programs, and/or activities. This includes implementation and oversight of the Maximo and procurement processes for the Maintenance Program. Monitors budget allocations and expenditures and ensure that all rules, regulations, and departmental	

	policies are followed. Gives regular updates to the District Superintendent on fiscal tracking for all areas of facilities program.	
<b>10%</b>	<b><u>ADMINISTRATION AND COMMUNITY RELATIONS</u></b> Regularly prepares Project Evaluation Forms (PEF) for projects and ensures that the Sector complies with California Environmental Quality Act (CEQA) requirements for all maintenance projects. Maintains current knowledge about CEQA and other issues that involve environmental requirements, public resource codes, labor relations, affirmative action, hiring freezes, OSHA regulations, hazardous materials protocols, budgetary restrictions, and other issues which may affect the performance of the program in these areas. Keep an inventory of supplies, tools, and equipment used within the programs and units as needed.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Will walk on uneven surfaces and navigate stairs. Will work in outdoor conditions in hot or cold weather and in dust or dirt.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as NOT Telework Eligible.		
<b>SPECIAL REQUIREMENTS:</b>		
Occasional travel may be required. Possession of a valid driver's license is required when operating a state-owned or leased vehicle.		
<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>