



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)		
Desert Field Division	Park Maintenance Supervisor	549-252-6229-001		
DISTRICT/HQ SECTION	WORKING TITLE	CBID		
Great Basin District	Park Maintenance Supervisor	S12		
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT		
Hungry Valley Sector	Hungry Valley State Vehicular Recreation Area (SVRA)			
STATE HOUSING	IMMEDIATE SUPERVISOR			
State Housing is not available	Park Maintenance Chief II			
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>The Park Maintenance Supervisor will work under the general direction of the Park Maintenance Chief II. The reporting location for this position is the Hungry Valley SVRA Office near Gorman. The primary responsibilities for this position are the direct supervision of the facility maintenance and housekeeping crew for the Hungry Valley SVRA. This position will serve as the maintenance program supervisor and crew leader for the Hungry Valley Sector. This position is responsible for budgeting, project development and oversight, fleet administration, facility maintenance, hazmat, ensure compliance to state law and regulations, injury prevention coordination, computer technologies coordinator and equipment management. This position works to support State Vehicle Recreation Areas (SVRA) utilizing the OHV Trust Fund and is responsible for appropriate use of the fund and to help ensure program transparency, accountability, and compliance (TAC) goals are met.</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>MANAGEMENT AND SUPERVISION Supervision and scheduling of all maintenance employees and maintenance operations for the Hungry Valley SVRA Park. Provide general supervision and coordination of crews of "special works programs" such as CALFIRE, California Conservation Corps members and/or inmate crews. Plan, schedule, and conduct Hungry Valley SVRA maintenance staff meetings monthly. Ensure coordination and proper rapport between Maintenance, Administrative, Public Safety and Visitor Service personnel. Provide liaison with service center staff, contractors, vendors, special interest groups, and governmental agencies. Maintain schedules and provide coordination and oversight with the District's Senior Environmental Scientist and serve as liaison between trails lead workers and Maintenance staff throughout the Sector for trail work within the park. Supervise the Sector's road maintenance program and State Park Equipment Operators. In addition to the supervisory responsibilities, guide, counsel, evaluate and take corrective action for subordinate personnel, as necessary. Provide information and guidance to personnel relative to training opportunities and employee development. Responsible for all aspects of the Hungry Valley SVRA operations, including, but not limited to ensuring that OHV operators are properly trained and maintain currency of all appropriate ratings and certifications, maintaining operational fleet and OHV schedules, and oversight of the Sector's drug screening program Department requirements. Assure that maintenance and visitor services personnel are providing needed assistance and services to park visitors.</p>			

25%	ADMINISTRATION Assist the Park Maintenance Chief I and the Sector Manager with budgets and related workload. Assure that all fiscal responsibilities are fulfilled. Assure all budget, purchasing, and fiscal requirements are adhered to and met. Prepares public works contracts. Conducts facility and job site inspections. Assure that all administrative and fiscal documents are completely prepared, accurate, and submitted in a timely manner. Implement capital outlay and maintenance proposals. Ensure that employees are observant of all safety practices. Provide training in equipment management to staff, as necessary. Serve as the Sector Technologies Coordinator providing computer-related support to staff. Provide maintenance information to the public/press as directed by management staff and departmental policies. Coordinate with the Department of Health and Regional Water Quality Control Board regarding compliance with control orders and inspection of water and sewage treatment facilities. Coordinate with District water and sewage treatment personnel and programs to ensure compliance and staff support for this program.
15%	FACILITY MAINTENANCE/HOUSEKEEPING/GROUNDSKEEPING Programmatic control and responsibility for the planning, coordination, and scheduling of maintenance, housekeeping, and repair projects for Hungry Valley SVRA. Assure that all visitor and support facilities are cleaned and maintained in good condition and are safe for their intended use. Oversight and coordination of the district's trails program. Assure compliance with the California Environmental Quality Act within the Sector.
10%	EQUIPMENT MAINTENANCE Responsible for oversight on maintenance of the Parks vehicle fleet. This also includes ensuring that the District Basic Inspection of Terminals program and equipment maintenance and/or repair, transportation via transport trailer. Assure that all tools and equipment utilized by maintenance crews are clean, well maintained and used for their intended purposes. Assure that all vehicles/equipment are maintained as per departmental policy.
10%	CULTURAL AND NATURAL RESOURCE MANAGEMENT Ensure that erosion, visitor impact and vector control is performed in accordance with District and Departmental policy. Provide input on resource protection and maintenance issues. Ensure that all environmental review documentation is completed as required. Coordinate with Resource personnel for all issues that require environmental review. Assure compliance with State law regarding the preservation and restoration of historic structures (5024 PRC).
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	
Typical work activities involve prolonged standing, sitting, bending, stooping, and lifting. Works inside and outside in varying temperatures, may have extensive exposure to dirt, dust, fumes, unpleasant odors, and loud noises. May work in remote locations as well.	
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