



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Park Maintenance Supervisor	549-253-6229-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Oceano Dunes District	Park Maintenance Supervisor	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	Oceano Dunes Maintenance yard	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing may be required		Park Maintenance Chief III
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 (PMS) will work under the general direction of the Park Maintenance Chief III (PMC III). The PMS is responsible for managing Districtwide facility and maintenance operations and projects, with primary responsibility and focus on Off Highway Vehicular Division operations and environmental compliance projects. The PMS will collaboratively supervise approximately 23 permanent staff and varying numbers of seasonal staff. This position will coordinate with staff, contractors, CA Conservation Corps (CCC), CalFire, and other organizations and through subordinate staff to lead crews to implement assigned projects. The PMS collaborates with all District programs and disciplines. This position will be required to demonstrate strong interpersonal communication skills with Headquarters, District, and field staff, as well as public contacts. The reporting location for this position is the Oceano Dunes Maintenance Yard located in Oceano, CA. This position work Monday through Friday, 7:00 am to 3:30 pm, and may be required to work holidays and overtime as needed.</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	
30%	<p>Supervision</p> <p>Supervises, plans, organizes, and reviews the District Facility Maintenance operations. Supervises and is responsible for the activities of maintenance staff and varying numbers of seasonal staff. Demonstrates a high level of leadership and conforms with Departmental and District standards, policies, and procedures; fosters communications and team support; provides training programs which include safety and “on-the-job” training for all maintenance personnel, permanent and seasonal; ensures employees are adequately trained to perform the duties assigned to them; provides training on proper equipment use as necessary; is responsible for the District’s diversity efforts, promotes upward mobility; promotes community awareness, community outreach and marketing; approves training requests; interviews, appoints, evaluates and counsels staff under his/her direct supervision; reviews performance standards; completes Appraisal and Development documents for employees under his/her direct supervision; is responsible for administering progressive discipline; establishes, in a timely manner, work schedules for permanent and seasonal employees, ensures adequate personnel for weekday, weekend, and holiday periods; communicates regularly with the PMC III to ensure they are fully informed regarding construction projects, maintenance programs, and housekeeping functions; attends meetings as required and maintains effective liaison with outside agencies; provides direct supervision of cooperating crews from California Dept. of Forestry and CCC; promotes</p>	

	partnerships and park advocacy; gives guidance and direction to the Volunteer Management program
25%	Administration Prepares program budget requests for PMC III review. Creates budget tracking spreadsheets for maintenance operations and temporary help budgets. Prepares, reviews, and processes purchase documents such as equipment requests, budget forms, credit card statements with documentation, and purchase orders; maintains an up-to-date property and facility inventory; prepares property documents. Acts as a Department liaison with governmental agencies. Prepares, reviews, processes, and follows-up on all necessary personnel action paperwork such as performance reports, time documentation, work schedules, and vacation schedules
20%	Environmental Compliance and other Special Projects Assist in various Resource related projects within the Oceano Dunes District, install, remove and maintain fencing for the protection of the Western Snowy Plover and California Least Tern, assist Resource staff on various APCD projects including fence installation and restoration activities, perform vegetation management and landscaping including tree pruning or removal, hazard limb removal, burning and chipping, and hauling of debris, schedule and participate in restoration projects including straw blowing and delivering materials. Coordinate all activities with PMC III, equipment operators, Senior Environmental Scientist and other staff
10%	Equipment Maintenance In order to maintain operating equipment for use in a safe and professional manner and in accordance with DPR policies and guidelines and CAL/OSHA regulations perform inspections and complete checklists; operate vehicles and equipment as required. Perform routine preventative maintenance and minor repair of equipment, commensurate with training and manufacturers and/or DPR guidelines. Safely operate a variety of equipment including sedans, pick-up trucks, and off-road vehicles including utility and all - terrain vehicles, saws, grinders, welders, augers, and other gasoline and power tools. Maintenance and use of chainsaws, safety equipment, arborist equipment. Pull trailers with light vehicles, safely load and unload. Immediately report and tag malfunctioning, unsafe or damaged equipment to appropriate supervisor. Collects vehicle inspection reports, vehicle logs, and provides CAMP logs to the PMC III, or designee.
10%	General Maintenance Supervise and assist as needed or in-between environmental compliance projects in order to support on-going maintenance operations with the following: Perform carpentry, electrical, plumbing, masonry, painting, roofing and maintenance of park facilities. Pumps portable toilets and vault style toilets throughout the park. Sign installation or maintenance repair work on signs. Collect and dispose of refuse; recycle when appropriate. Ensure restrooms, campsites, parking lots, and other public use areas are clean and free of debris, litter, and hazards. May be involved in other housekeeping (restroom cleaning, chemical toilet pumping, etc.) and trash control. Repair or install irrigation including sprinklers and bubbler systems.
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	
Operate a variety of vehicles and vehicle types in an off-highway environment. Work environment may have exposure to unusual elements, such as extreme temperatures, conditions, hours, elevations, dirt, dust, fumes, unpleasant odors, and/or loud noises. Work in a range of climatic environments from hot, dry deserts, coastal beaches, cool forests, and mountainous areas. May involve some exposure to aggressive visitors. May be exposed to extreme weather and traffic conditions.	

TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Operate and navigate 4x4 vehicles, ATVs, ROVs or motorcycles. 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