



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Park Maintenance Supervisor	549-670-6229-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital	Park Maintenance Supervisor	
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	Old Sacramento State Historic Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Park Maintenance Chief II

SENSITIVE POSITION DESIGNATION (Check if applicable)

Sensitive Position as designated by the Department per [California Code of Regulation \(CCR\) 599.961](#)

POSITION DESCRIPTION

Under the general direction of the Park Maintenance Chief II, the Park Maintenance Supervisor is responsible for the management and administration of the maintenance program for the district. This position is responsible for providing continuity of supervision for the maintenance staff in emergency and routine maintenance repairs as well as the housekeeping of all facilities. The Park Maintenance Supervisor will assist the Park Maintenance Chief II in administering the facilities maintenance program within the Capital District and will act for the Park Maintenance Chief II in their absence.

The reporting location for this position is the maintenance office of the Big Four Building 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%	<u>PROGRAM SUPERVISION</u> Responsible for overseeing Operations Services, including maintenance, landscape, and housekeeping programs throughout the Capital District. Demonstrates high standards of professional conduct, leadership, and cooperation with management and community stakeholders. Keeps the Maintenance Chief informed of all operational, maintenance, housekeeping, and personnel activities in an accurate and timely manner. Oversees daily maintenance activities, including building systems, housekeeping operations, and roof inspection, maintenance, and repair to ensure structural integrity and prevent water intrusion. Prepares and monitors work schedules and assignments; enters Maximo work orders and preventive maintenance data; oversees P-Card usage; and manages maintenance-related components of the Special Events program. Monitors and records employee attendance. Ensures uniform and grooming standards are met. Evaluates employee performance and prepares timely and comprehensive appraisals and development plans. Identifies training needs, processes vacation requests, and provides counseling with appropriate follow-up actions that align with departmental guidelines and progressive discipline standards. Assists with personnel interviews and provides orientation for new employees. Conducts weekly staff and safety meetings, keeping written records of topics discussed, attendance, and employee participation. Ensures that safety standards and procedures are followed consistently across maintenance and housekeeping operations.

30%	<p><u>BUDGETING, PROCUREMENT, AND REGULATIONS</u></p> <p>Assists the Maintenance Chief in preparing budgets for equipment, maintenance, roads, special programs, and other operational needs. Records, controls, and monitors budget allocations and expenditures to ensure compliance with all rules, regulations, and departmental policies. Prepares, administers, monitors, and evaluates maintenance and service contracts. Ensures that all repairs, alterations, and facility modifications are approved by management prior to execution and that work meets all departmental criteria, rules, and regulatory requirements. Maintains working knowledge of and adheres to current California Environmental Quality Act (CEQA) and other environmental resource codes, labor relations guidelines, affirmative action requirements, hiring freezes, budget restrictions, and other programs affecting district operations. Responsible for P-Card oversight within the Facilities Development program.</p>
15%	<p><u>SAFETY AND TRAINING</u></p> <p>Ensures all facilities and systems are maintained in a safe, functional, and aesthetically appropriate manner consistent with departmental standards. Maintains knowledge of methods, materials, tools, equipment, and technological advancements used in facility maintenance, including the ability to estimate associated costs. Identifies potential problems early and takes corrective action to prevent larger issues, particularly those involving public or employee safety. Remains up to date on building trades practices and all applicable health and safety codes, ensuring compliance with local, state, and national regulations. Trains employees in construction, repair, and maintenance methods; vehicle care; and proper use of tools and equipment. Procures necessary materials, tools, and supplies and ensures that facility inspections and maintenance/equipment usage reports are kept current.</p>
10%	<p><u>HOUSEKEEPING PROGRAM</u></p> <p>Ensures all employees are properly trained to perform housekeeping duties according to established standards. Maintains current knowledge of housekeeping methods, tools, equipment, and supplies. Works with staff to purchase adequate supplies and provides training on proper use and safe storage. Conducts inspections of all facilities to ensure housekeeping standards are consistently met. Coordinates with curatorial staff to ensure proper cleaning and care of displays, artifacts, and exhibits.</p>
MARGINAL FUNCTIONS:	
% 5%	TASK/DUTIES
	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	
TELEWORK DESIGNATION:	
SPECIAL REQUIREMENTS:	

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