



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Park Maintenance Chief III	549-645-9918-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Buttes District	District Maintenance Chief	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
District	400 Glen Drive, Oroville, Ca 95966	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		District Superintendent II

### SENSITIVE POSITION DESIGNATION (Check if applicable)

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

### POSITION DESCRIPTION

The Park Maintenance Chief III (PMC III) works under the general direction of the Northern Buttes District Superintendent II. The PMC III provides programmatic development and on-going support for all essential district facility programs and associated processes. The PMC III has continuous access to sector maintenance operations and interacts with sector maintenance chiefs on a routine basis. The District Maintenance Chief has district-wide budgetary responsibility for ongoing maintenance, deferred maintenance, roads and trails, equipment, and other project related funds. This position directly supervises the auto shop operation Staff, Equipment Operator, Heavy Equipment Mechanic, and Water & Plant Treatment Supervisor. The reporting location for this position is the Northern Buttes District Office.

**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>MAINTENANCE PROGRAMS AND PROJECT MANAGEMENT</b> With the Superintendents, plans, coordinates, and evaluates the District Maintenance Program ensuring compliance with all associated policies and regulations of the district's varied and complex maintenance program. Prepares and reviews reports and documents related to the District Maintenance Program. Coordinates inspections of facilities, systems and roads as identified in published guidelines and the department's MAXIMO program. Monitors and ensures completion of scheduled maintenance of facilities, systems and roads as identified to the department's MAXIMO program. Monitors and ensures compliance with Water/Wastewater laws and programs for several water and wastewater plants in the district. Completes and reviews environmental and health reports, forms, permits, inspections, tests, and surveys required by state or local agencies. Responds to service requests or emergencies as submitted through established district's notification process. Tracks equipment repairs and provides oversight to the District Auto Shop to ensure tasks are handled effectively, efficiently and meets district's operational needs. Coordinates, implements, and reviews annual Maintenance Services projects in accordance with the district operations plan, district and departmental policies, rules and directives keeping the district Superintendent apprised of all activities on a timely manner. Formulates and determines maintenance program priorities.
30%	<b>ADMINISTRATION</b> Determines budgetary needs for ongoing programs and specific projects related to the district, including but not limited to the ongoing and deferred Maintenance programs. Develop and

	monitor spending plans and other budgetary requests. Prepares and approves purchase documents. Updates, maintains, evaluates, and monitors facility inventories, maintenance records, schedules, guidelines, checklists and maintains standards. Responsible for the district's State equipment and property management program and ensure records are current, accurate and maintained in MAXIMO. Maintains records and ensures compliance with AB 75 for the district. Reads and prepares correspondence, reports, and other technical material related to facility maintenance, vehicles, vessels, equipment, specialized systems, roads & trails, and property. Attends and participates in monthly district & supervisory meetings and annual staff meetings; meets regularly with sector Maintenance Chiefs. Prepares and reviews accident and injury prevention reports. Ensures the timely processing of all personnel documents and timesheets and works effectively with administrative staff to ensure departmental compliance. Documents training and safety meetings as required by applicable laws, rules and regulations and communicate information to all affected parties. Keeps district staff informed in a timely manner regarding updates on policies, permitting rule requirements, operational changes, and other licensing requirements as it pertains to the facility management program. Utilize district staff to develop and maintain programs through the CDC, CCC, CDF, and with organizations for the protection of park resources which includes fire training, fuel hazard reduction; and inspecting park facilities for potential fire hazards.
15%	<b>SUPERVISION</b> Provides daily supervision of assigned personnel including the Water & Sewer Plan Supervisor, State Park Equipment Operator, Heavy Equipment Mechanic, and related staff to support the district operations. Provides district leadership, guidance, and oversight to assure that all facilities, systems, and equipment are maintained in a safe, operable, and clean condition. Oversees compliance with mandated hazardous material handling and storage standards. Oversee and implements district's commercial driver's license and differential program, which includes the drug and alcohol testing program. Acts as district liaison with all agencies that regulate or impact the facility management functions of the district and is the district contact person with the Department's Chief of Facility Management Services and department service centers. Implements employee development measures including training, counseling, performance appraisals, and updating annual development plans. Follows equal employment opportunity guidelines and provides a harassment-free work environment for all employees and volunteers. Leads the district's safety program, which includes managing and updating the Injury and Illness Prevention Program. Keeps district staff informed and updated on all policies, permitting rules and requirements on all maintenance and facility related issues.
10%	<b>EQUIPMENT AND RESOURCES</b> Working with sector Superintendents, technical services, supervisors, and managers shall ensure that all equipment is maintained in a safe, clean, presentable, and functional condition so that it may be used for its intended purpose for an optimum service period. Establish and support a comprehensive equipment maintenance program to include purchasing, service schedules, and monitoring for all district equipment and vehicles. Ensures all VURs are completed in a timely manner. Completes all schedule 9 documents for equipment replacement as required. Provides input regarding natural, cultural, and historical resources within the district relating to the Maintenance Program to ensure CEQA compliance in all aspects of project.
<b>MARGINAL FUNCTIONS:</b>	
%	<b>TASK/DUTIES</b>
5%	May be called on during off-duty hours to respond to emergencies to keep facilities, systems and roads operational. In the short-term absence of a Sector Park Maintenance Chief may perform a variety of duties to maintain the work performance of staff following existing policies, processes and procedures. Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training courses and prepare administrative paperwork to meet operational needs.
<b>TYPICAL WORKING CONDITIONS</b>	
The work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. The work environment involves some exposure to	

hazards or physical risks, which require following basic safety precautions. Outdoor work is common. Typical work activities involve frequent and prolonged periods of standing and walking.

**TELEWORK DESIGNATION:**

This position is designated as Telework Eligible - Office Centered.

**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.

<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>

**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.

<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>