



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Maintenance Chief I	549-724-6232-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range	Park Maintenance Chief I	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Hollister/Gavilan Sector	San Juan Bautista State Historic Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input checked="" type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input type="checkbox"/> Housing is not available		Senior Park and Recreation Specialist
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the general direction of the Senior Park and Recreation Specialist, the Park Maintenance Chief I (PMC I) has the authority and responsibility to plan, supervise and direct the overall maintenance program within the Gavilan/Hollister Sector of the Diablo Range District. The PMC I manages the daily housekeeping, facility maintenance, grounds maintenance, equipment management and other related functions within the Gavilan/Hollister Sector. The PMC I provides leadership, supervision, training, and employee development opportunities to maintenance staff. The PMC I maintains cooperative professional relationships within the community in order to further the philosophy and purposes of the State Park System and ensure clear, direct communication is maintained with local, State, Federal and outside entities with similar roles and responsibilities. The PMC I works directly with District and Headquarters staff and is responsible to keep District management informed of progress on projects, controversial or sensitive issues, and the overall status of the program.</p> <p>This position reports to 19 Franklin St, San Juan Bautista, CA 95045, but may work at other sectors within the district 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%	SUPERVISION Plans, supervises and directs the overall maintenance program within the Sector. Supervises maintenance staff and special program crews. Participates in recruitment activities and balanced interviews to select staff. Coordinates review of performance and evaluation of employees. Provides employee counseling, initiates discipline and takes action to rectify personnel-related problems such as grievances or complaints. Assigns and reviews the work of subordinates and plans projects. Responsible for staff scheduling and reviews and approves staff timesheets and other personnel requests. Administers robust safety training program to employees and directs an effective back-to-work program for injured employees. Schedules and attends staff meetings.	
30%	ADMINISTRATION Prepares, reviews and submits program maintenance, equipment and special funding budgets and operational plans for approval. Monitors expenditures of allocations, ensuring compliance with all policies, rules and regulations. Prepares contract specifications and other documents	

	necessary for approval of service contracts. Working with the District Contract Analyst, prepares service agreements, interagency agreements, and other documents used to purchase supplies and receive services. Reviews and approves requests for maintenance expenditures. Monitors contract compliance. Oversees the sector's MAXIMO program.
25%	FACILITIES MAINTENANCE Plans, supervises and directs maintenance functions including construction, repair and maintenance of buildings, structures, electrical systems, plumbing, water treatment, sewage disposal, ventilating and auxiliary, landscape and grounds, road maintenance, pesticide application and resource protection and maintenance. Monitors and inspects grounds and facilities for compliance to all health department and CalOSHA standards. Ensures compliance with the California Environmental Quality Act when recommending and planning maintenance projects. Ensures compliance regarding the preservation and restoration of historic structures.
10%	EQUIPMENT MANAGEMENT Reviews priorities for equipment repair, replacement, and utilization. Assures the Sector's motor pool is kept in the highest state of readiness to meet the needs of staff and to serve the public. Assures all records pertaining to vehicle maintenance are completed in the prescribed manner and retained in accordance with retention schedules.
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 may involve frequent and prolonged periods of standing and walking. May have moderate exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. Outdoor work requires working in a variety of environments including cold, windy, wet, and muddy conditions along lakes, creek banks, wetland, rocks, brush, and off-highway vehicle activity. May require heavy physical work including lifting, pushing, or pulling.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> 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



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20%	ADMINISTRATION Prepares, reviews and submits program maintenance, equipment and special funding budgets and operational plans for approval. Monitors expenditures of allocations, ensuring compliance with all policies, rules and regulations. Prepares contract specifications and other documents	

	necessary for approval of service contracts. Working with the District Contract Analyst, prepares service agreements, interagency agreements, and other documents used to purchase supplies and receive services. Reviews and approves requests for maintenance expenditures. Monitors contract compliance. Oversees the sector's MAXIMO program.
20%	FACILITIES MAINTENANCE Plans, supervises and directs maintenance functions including construction, repair and maintenance of buildings, structures, electrical systems, plumbing, water treatment, sewage disposal, ventilating and auxiliary, landscape and grounds, road maintenance, pesticide application and resource protection and maintenance. Monitors and inspects grounds and facilities for compliance to all health department and CalOSHA standards. Ensures compliance with the California Environmental Quality Act (CEQA) when recommending and planning maintenance projects. Ensures compliance regarding the preservation and restoration of historic structures. Ensures compliance with control orders and inspection of water and sewage treatment facilities and maintains all records.
20%	WATER SYSTEMS OPERATION Works in conjunction with the Water Sewage Plant Supervisor - Chief Plant Operator to ensure potable water systems are functional and in compliance with applicable rules, regulations, policies, permit restrictions, and requirements from the County and State Water Resources Control Board. Responsible for gathering required samples of water and sewage in the various stages of the treatment process. Gather, record, and document all information related to water and wastewater system operation and performance and submit all required reports to the applicable controlling and regulating agencies. Prepares and maintains all records related to water system maintenance and equipment.
10%	EQUIPMENT MANAGEMENT Reviews priorities for equipment repair, replacement, and utilization. Assures the Sector's motor pool is kept in the highest state of readiness to meet the needs of staff and to serve the public. Assures all records pertaining to vehicle maintenance are completed in the prescribed manner and retained in accordance with retention schedules.
MARGINAL FUNCTIONS:	
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<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible	
SPECIAL REQUIREMENTS:	
Possession of a valid class C driver's license is required. Possession of a T1 water treatment certificate and a D1 water treatment certificate is required.	

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