



## DUTY STATEMENT

| DIVISION                         | CLASSIFICATION                   | POSITION NUMBER<br>(Agency-Unit-Class-Serial) |
|----------------------------------|----------------------------------|---|
| Facilities & Development Program | Park Maintenance Chief III       | 549-802-9918-400                              |
| DISTRICT/HQ SECTION              | WORKING TITLE                    | CBID  |
| District Facilities Management   | Park Maintenance Chief III       | S12   |
| SECTOR/HQ UNIT                   | REPORTING LOCATION               | INCUMBENT                                     |
| CWPP                             | Statewide Crews Office McClellan |   |
| STATE HOUSING                    |                                  | IMMEDIATE SUPERVISOR                          |
| State Housing is not available   |                                  | Sr. Park and Recreation Specialist            |

### 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 Senior Park & Recreation Specialist, the Park Maintenance Chief III (PMC III) is responsible for a major segment of the multi-disciplinary Cannabis Watershed Protection Program (CWPP). The PMCIII is responsible for the management of the CWPP Ingress/Egress Crew and performs the most difficult and highly sensitive work to identify and execute critical elements required to administer the CWPP and further department efforts to implement Proposition 64 mandates addressing current and historic environmental impacts of cannabis cultivation. The incumbent maintains cooperative professional relationships within the community to further the philosophy and purposes of the State Park System and maintains clear, direct contact with local, State, Federal and outside entities with similar roles and responsibilities.

### 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% | <b>Program Administration</b><br>Responsible for receiving, evaluating, and submitting project agreements, contract specifications, task orders, repair prescriptions, cost estimates, and project budgets; for the development, review, and documentation of project work, including work records and close-out reports. Prepares or reviews all purchase documents related to project expenditures including P Card, Purchase Orders, and agreements for service. Verifies and tracks expenditures and budgets, ensuring consistency with departmental and program administrative processes, and proposes data-driven budgets for annual allocations. In coordination with the departmental Youth Corps Liaison, responsible for the development, expenditure, and maintenance of DPR/Youth Corps Partnership Program projects using CWPP funds. Schedules and coordinates CWPP equipment allocations for assorted facilities projects, fuels management, emergency response, and post-event repairs. As a subject-matter expert, reviews departmental policies and guiding/planning documents related to roads and trails, assesses and provides prescriptions for repair or re-engineering of roads and trails, and offers expertise to Fleet Management for heavy equipment specifications. |
| 30% | <b>Project Development and Implementation</b><br>Manage, plan, and implement statewide road and trail projects and maintenance. Develops yearly and multi-year project schedules, reviews project requests from districts and other Headquarters Divisions (including Natural and Cultural Resources Divisions). Works closely,  |

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|  | coordinates, and collaborates with Natural and Cultural Resource Management personnel and other District and Headquarters staff. Prefields, plans, and prepare prescriptions and cost estimates for proposed road and trail projects and develop appropriate prescriptions of work, time estimates, material estimates, and equipment and tool needs. Writes scope of work documents for contracts and youth corps task orders, monitors and inspects work to ensure contract compliance with departmental standards. Works independently and supervises lower-level permanent and seasonal employees, youth corps, and contractors in the application of CEQA, 5024 PRC for historic structures, and permitting requirements for road and trail maintenance; road and trail re-engineering, construction, or removal projects; and bridge and culvert replacement, installation, and construction. Oversees response and provides recommendations for storm and fire damage preventative measures and rehabilitation work.   |
| <b>15%</b>   | <b>Employee Training and Supervision</b><br>Manages staff , monitors scheduled projects for timelines, work quality, logistical support needs, and develops performance evaluations, training opportunities, career development and support advocacy of assigned staff. Stays familiar with and abides by the contract for Bargaining Unit 12. Ensures the Department of Parks and Recreation and outside agency work crews and public works contractors have the complex skills necessary to complete assigned projects. Participates in the development and delivery of roads, trails, and heavy equipment training for departmental staff, including the Mott Trails Training Program. Trains and mentors' staff by performing skilled and semi-skilled tasks, utilizing a wide variety of construction and maintenance tools and equipment to complete assigned. Serves as subject-matter expert on hiring committees for related/relevant classifications.   |
| <b>10%</b>   | <b>Program/Departmental Support</b><br>Plans, organizes, and coordinates the overall maintenance and project work for CWPP Ingress/Egress Crew, manages CWPP Equipment Pool. Ensures that departmental equipment, maintenance, and road and trail policies are followed throughout the districts and at headquarters. Provides guidance and oversight to ensure that all equipment is maintained in a safe, operable, responsible, and/or clean condition. Assures that all facility construction and repair work meet applicable standards and codes. Provides guidance and oversight to ensure that all facilities, systems, and equipment are maintained in a safe, operable, and clean condition. Uses blueprints, work plans, and specifications to accomplish required work. Provide periodic reports and schedules to the core team to ensure accountability and program coherence. The Park Maintenance Chief III works directly with District and Headquarters staff and is responsible for keeping District and Headquarters management informed of progress on projects, controversial or sensitive issues, and the overall status of the program. |
| <b>10%</b>   | <b>Equipment Management</b><br>Manage heavy-duty vehicles (on-road fleet assets), mechanized equipment, and heavy equipment. Manages the maintenance records/inspections (including BIT inspections) and enforces safety precautions, regulations, and standard procedures relating to vehicle and equipment operation.   |
| <b>MARGINAL FUNCTIONS:</b>   |   |
| <b>%</b>   | <b>TASK/DUTIES</b>  |
| <b>5%</b>  | Other job-related duties as assigned and necessary for operational continuity. Attends staff meetings and training and prepares administrative paperwork to meet operational needs. Prepares written reports and guidance documents; responds to correspondence, provides other services as assigned to support District Facilities Management goals and objective.   |
| <b>TYPICAL WORKING CONDITIONS</b>  |   |
| Daily and frequent use of a personal computer and a variety of office software applications at a workstation; sit in a normal seated position for extended periods of time. Field work, overnight travel, and spike camp stays required. Work environment will have moderate exposure to extreme weather conditions, such as extreme temperatures and unusual weather, dirt, dust fumes, unpleasant odors, and/or loud noises, may involve some exposure to aggressive visitors; will work outside of office in a park setting and walk on uneven ground; may lift up to 40 lbs. |   |

**TELEWORK DESIGNATION:**

This position is designated as NOT Telework Eligible.

**SPECIAL REQUIREMENTS:**

Possession of a valid California Class C driver's license.

**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> |
|--------------------------------------|---------------------------|-------------|
|                                      |                           |             |