



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Supervisor	549-693-6229-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	Park Maintenance Supervisor	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	Marshall Gold Discovery State Historic Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input checked="" type="checkbox"/> Housing may be required <input type="checkbox"/> Housing is not available		Park Maintenance Chief II
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 II (PMC II). The PMS provides field supervision and leads the day-to-day operations of the maintenance program for Marshall Gold Discovery State Historic Park (SHP). The PMS oversees and directs sector maintenance operations, including housekeeping, road and trail maintenance, the sector burn program, purchasing and contracting, crew supervision, facility fire resiliency efforts, hiring, vehicle fleet maintenance, and project coordination. The position also ensures compliance with CEQA/NEPA requirements and supports resource protection priorities. The reporting location for this position is the Marshall Gold Sector office located in Coloma, Ca. This position will work Monday – Friday, 7:00 AM – 3:00 PM.</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	
35%	SUPERVISION Assists planning, organizing, and directing maintenance functions and related activities to accomplish Sector goals and objectives. Provides first-level field supervision by scheduling and coordinating the work of assigned permanent and seasonal maintenance staff across all sector units. Prepares and monitors work schedules and assignments to ensure departmental standards are met. Serves as a liaison and coordinates maintenance activities with other governmental agencies and partner organizations, including but not limited to CALFIRE and the California Conservation Corps (CCC), in support of approved maintenance projects. Supports employee performance and development by facilitating training, completing Reports of Performance and Appraisal and Development Plans, evaluating employee performance, preparing timely and complete performance evaluations, and monitoring and documenting employee attendance. Assists with recruitment and selection of maintenance services staff in alignment with the Department’s Equal Employment Opportunity goals, including conducting hiring interviews, orienting new employees, and supporting the onboarding of volunteers.	
30%	MAINTENANCE Supervises the overall field maintenance program and assigned sector staff for the park unit. Provides technical assistance and skilled trade work as necessary to support the maintenance of the Sector’s buildings, grounds, roads, and miscellaneous structures. Communicates with the District Maintenance Chief to provide updates on the status and progress of field maintenance	

	projects. Provides sector input to the District's maintenance program consistent with Departmental policies and procedures. Assists with the annual update of maintenance program records to ensure accuracy in pricing and facility information.
20%	ADMINISTRATION Assists in the preparation of the District's maintenance budget by recommending Category I, Deferred Maintenance, and Roads and Equipment project lists. Prepares correspondence and maintains working knowledge of all related policies, directives and strategic initiatives administered by the Department. Works with District Administrative staff to prepare and draft purchasing documents for review by the District Maintenance Chief, ensuring that proper purchasing methods are used. Oversee all purchases of supplies made by assigned maintenance personnel. Maintains a working knowledge of State Contracts, California Multiple Award Schedule (CMAS), State Stores and Cal-Card purchasing procedures. Participates in training as directed. Implements the Illness and Injury Prevention Program for all assigned Sector maintenance employees and is a member of the Sector Safety Committee. Ensure that all assigned maintenance personnel attend Tailgate Safety Meetings as required by the Division of Industrial Safety. Manages the Sector's Computerized Asset Management Program (CAMP) and MAXIMO Programs, including reviewing job plans, preventive maintenance schedules and work orders to ensure they are current and complete. Ensures the Sector's vehicle usage/mileage logs are recorded into the Vehicle Usage Report.
10%	EQUIPMENT & HOUSEKEEPING Assists with the Sector's equipment maintenance program following maintenance schedules for all assigned equipment and vehicles. Ensures that all equipment is maintained in a safe, clean, presentable and functional condition to enable it to be used for its intended purpose for the optimal length of time. Verifies that all Sector property records are properly marked and records are documented accurately. Coordinates with the District Property Clerk to add new equipment to the system, survey existing equipment, and transfer equipment for better utilization elsewhere. Disposes of all assigned, surveyed equipment in accordance with proper procedures. Conducts regular inventories of all accountable property as required by Departmental policies and procedures. Directly supervises the housekeeping function and monitors daily completion of duties, including routine cleaning of all historic structures, public restrooms, picnic areas, campgrounds, and miscellaneous facilities.
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 working conditions consist of both in-office and field duties. May be exposed to extreme weather elements.	
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