



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Facilities and Development	Park Maintenance Chief III	549-802-9918-002
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
District Facilities Management	Park Maintenance Chief III	S12
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Statewide Crews Program	Statewide Crews Office, McClellan	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Senior Park and Recreation Specialist
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the general direction of the Senior Park and Recreation Specialist of the District Facilities Management Statewide Crews Program, the Park Maintenance Chief III serves as a manager responsible for the departmental Statewide Trail Crew Program (SWTC). This position is responsible for the oversight of trail repair and maintenance, equipment operation and maintenance, resource protections, and supervision. This position acts as the departmental liaison for the DPR Youth Corps Partnership Program for the department-wide Youth Corps Master Agreements. The incumbent maintains cooperative professional relationships within the community to further the philosophy and purposes of the State Parks System and ensure clear, direct contact is maintained with local, State, Federal and outside entities with similar roles and responsibilities.</p>		
<b>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.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>30%</b>	<b>Trails Program Project Development and Implementation</b> Responsible for management, supervision, and implementation of statewide trail maintenance and construction projects. Develops yearly and multi-year project schedules. Reviews project requests from Districts and other Headquarters Divisions (including Accessibility Division and Natural Resources division). Works closely and coordinates projects with Natural and Cultural Resources personnel, and District and Headquarters staff. Plans, estimates and pre-fields District-proposed projects, and develops appropriate prescriptions of work, time estimates, material estimates, and equipment and tool needs. Works independently and supervises lower-level permanent and seasonal employees, inmate crews, Youth Corps work crews (ACE, CCC, etc.) and volunteers in all forms of trail maintenance and construction. Assign or coordinates staff and interagency work crews and/or personally performs skilled and semi-skilled tasks, utilizing a wide variety of construction and maintenance hand and power tools and equipment to complete assigned trail projects.	
<b>30%</b>	<b>Employee Supervision/Lead Worker and Training</b> Manages and coordinates department employees and contractors. In addition, this position will coordinate the activities of work crews, including interagency youth corps and state parks labor crews. Manage individual project oversight and evaluation, as well as monitoring scheduled projects for timeliness, quality, and logistical support, as well as the development of performance	

	evaluations, processing training requests, supporting career development, and advocating for assigned staff. Stay familiar with and abide by the contract for Bargaining Unit 12. Ensures the Department of Parks and Recreation and outside agency work crews have the complex skills necessary to complete assigned projects. Participate in the development and delivery of trail training for program and district staff. Participates as an instructor in the Mott Trails Training Program.
<b>20%</b>	<b>Program and Project Administration</b> Follows principles of public administration: goals, policies, organization, and procedures of the Department as related to the trail maintenance function; management problem-solving methods; methods of conducting field research and investigations of procedural violations; and seasonal and permanent intermittent staffing and material needs unique to the maintenance function. Review, evaluate, and submit project agreements, outside agency task orders, and cost estimates; for the development, review, and documentation of project work, including daily work records. Ensure proposed work is consistent with unit funding. Responsible for all project administration and expenditure of assigned funding and the preparation or review of all purchase documents related to project expenditures, including P Card, Purchase Orders, and 285's. Tracks project and program budgets. Responsible for the development, expenditure, and maintenance of the departmental DPR Youth Corps Partnership Program for interagency and non-profit work crews, utilizing Category I, Category II, Deferred Maintenance, Minor, and Major Capital Outlay, FEMA, grants, and other special funding sources. Acts as the departmental liaison for this function and coordinates the activities of the Youth Corps work crews through collaboration with other Youth Corps Project Coordinators
<b>10%</b>	<b>Program Support</b> Ensures that Departmental equipment, maintenance, fleet property, and trail policies are followed throughout the districts. Plans, organizes, and coordinates the overall maintenance and project work for the Statewide Trails Program. 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. Ensures all facility construction and repair work meet applicable standards and codes.
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
<b>5%</b>	<b>Equipment Management</b> Manage staff, including the scheduling and operation of equipment assigned to the SWTC program; hand and power tools, light, medium, and heavy-duty vehicles (on road fleet assets), and mechanized equipment. Manages the maintenance records and enforces safety precautions and standard procedures relating to vehicle and equipment operation. Manages SWTC positions in possession of commercial driver's license while following departmental policies/codes.
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
<b>TYPICAL WORKING CONDITIONS</b>	
Daily and frequent use of 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.	
<b>TELEWORK DESIGNATION</b>	
<b>This position is designated as: (Check one)</b>	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible	
<b>SPECIAL REQUIREMENTS:</b>	
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>