



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Desert Field	Park Maintenance Supervisor	549-940-6229-001
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Colorado Desert District	Roads and Trails Supervisor	S12
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Facilities and Development	Cuyamaca Rancho State Park	
<b>STATE HOUSING</b>	<b>IMMEDIATE SUPERVISOR</b>	
Housing not available	Park Maintenance Chief III	
<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 District Park Maintenance Chief III, the Park Maintenance Supervisor (PMS) provides leadership, direction, and coordination in the day-to-day operations of the District Roads and Trails Program. This position will plan annual maintenance projects including trail reroutes and new trails. The PMS will oversee trail volunteers and is responsible for hiring and disciplining employees. This position in conjunction with the District Resource Staff will carry out the Resource Protection Projects as they pertain to the roads and trails. The reporting location is the Cuyamaca Rancho State Park Headquarters in Julian, California. This position works throughout the Colorado Desert District.</p>		
<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></p>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>40%</b>	<p><b>Management and Supervision</b> Supervises, and oversees the maintenance operation for the district roads and trails crew. Schedules, plans, develops and records work projects throughout the district. Prepares reports, budget proposals and other documents pertaining to road and trail construction/maintenance needs. Works together with the Maintenance Chief's to coordinate road and trail maintenance projects in the Park Units. Attends meetings and provides technical expertise on trails and related subjects to district staff.</p>	
<b>20%</b>	<p><b>Equipment</b> Oversees the maintenance program for all district equipment assigned to the Roads and Trails Crew. Responsible for the monthly inspections for all assigned vehicles and equipment and takes appropriate measures to repair and maintain equipment. Responsible for training and appropriate operation, according to specifications, for all small and heavy equipment district wide. Prepares and retains all documents, as well as records in MAXIMO, work orders for all assigned equipment.</p>	
<b>20%</b>	<p><b>Administration</b> Responsible for MAXIMO Data entry as it pertains to roads trails and resources and day to day operations. Oversees and approves purchases and maintains a Cal Card. Prepares budgetary requests, contract language, assessments and project descriptions for roads and trails projects. Reviews projects prescriptions for any road and/or trail work to be completed by staff. Prepares, reviews and approves personnel time records, leave requests, travel claims, etc.</p>	

<b>15%</b>	<b>Resource Management Protection</b> Assists staff in planning, budgeting and executing resource management projects. Acts as liaison to the District Environmental Scientist on prescribed burn and resource programs. Assists with planning and execution of prescribed burns. Acts as lead person for CCC, inmate, park staff and volunteer crews in the pre-treatment of burn plots and the reduction of fuel loads.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<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>		
Typical work activities involve frequent and prolonged periods of sitting, standing, and walking. Exposure to various and extreme weather conditions, especially heat. Hiking/walking trails. Work environment may involve some exposure to hazards or physical risks, which require following basic safety precautions.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as 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.		
<b>SUPERVISOR STATEMENT:</b>		
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>
<b>EMPLOYEE STATEMENT:</b>		
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>