



## DUTY STATEMENT

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Facilities and Development		Park Maintenance Supervisor	549-802-6229-400
DISTRICT/HQ SECTION		WORKING TITLE	CBID
District Facilities Management		Park Maintenance Supervisor	S12
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Statewide Crews		SW Crews Office, McClellan, CA 95652	
STATE HOUSING			IMMEDIATE SUPERVISOR
State Housing is not available			Park Maintenance Chief III
SENSITIVE POSITION DESIGNATION (Check if applicable)			
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>			
POSITION DESCRIPTION			
Under the direction of the Park Maintenance Chief III of the OHV/Statewide Trail Crews, the Park Maintenance Supervisor provides development and supervision of a road and trail maintenance program for districts. The Park Maintenance Supervisor is responsible for facilities maintenance, equipment operation/maintenance, resource protection, and supervision.			
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%	<b>Roads and Trails Program Project Development and Implementation</b> Responsible for supervision and implementation of statewide road and trail maintenance and construction projects. Develops yearly and multi-year project schedules. Reviews project requests from Districts and other Headquarters Divisions Effectively communicate and coordinate projects with Natural and Cultural Resource Management personnel, other District and Headquarters level staff. Plans, estimates, pre-fields District proposed projects, and develops appropriate prescriptions of work, time estimates, material estimates, equipment and tool needs. Works independently and supervises lower-level permanent, permanent intermittent and seasonal employees, inmate crews, conservation corps crews and volunteers in all forms of trail maintenance and construction. Ensure permitting requirements CEQA compliance and ensure preservation of historic structures. Assigns or coordinates staff and interagency work crews and/or personally performs skilled and semi-skilled tasks, utilizes a wide variety of construction and maintenance hand and power tools and equipment to complete assigned trail projects.		
35%	<b>Employee Supervision/Lead Worker and Training</b> Responsible for coordination with and/or supervision and management of department trail crews and/or contractors for project implementation and construction. In addition, this position coordinates the field activities of the California Conservation Corp (CCC) and Youth Corps work crews through the departmental Youth Corps Project Liaison/Coordinator. Oversee and evaluate projects, monitor projects for timeliness, quality, logistical support, as well as program support that includes the development of performance evaluations, training requests, career development and support advocacy of assigned staff. Stays familiar with and abides by the contract for Bargaining Unit 12 and general safety practices and relevant accident prevention techniques. Participates in the Mott Trails Training Program and ensures the DPR and CCC work crews have the complex skills necessary to complete assigned projects.		

<b>20%</b>	<b>Project implementation and Program Administration</b> Responsible for the development, expenditure, and maintenance of DPR/Youth Corps Partnership Program projects using Category I, Category II, Deferred Maintenance, Cannabis Watershed Protection Program, Accessibility, Minor and Major Capital Outlay, FEMA, grants and other special funds. Responsible for submitting and maintaining project agreements, task orders, cost estimates, and project budgets; develops and reviews documentation for project work, including daily work records. Responsible for all project development, expenditure of assigned funding, and consistency with departmental budget and administrative processes, which includes the preparation/review of all related purchase documents (Cal Card, Purchase Orders, 285's and purchase estimates).	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Schedules and operates maintenance equipment assigned to the District Facilities Management Division (Project Implementation Crews) Trains staff and enforces safety precautions and standard procedures relating to vehicle and equipment operation; makes repairs, maintains documents.	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attends staff meetings and trainings 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 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>		
This position is designated as NOT Telework Eligible.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid California Class B driver's license.		
<b>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>		
<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>