



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central	Park Maintenance Supervisor	549-723-6229-001
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Monterey Distirct	Park Maintenance Supervisor	S12
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Big Sur Sector	Pfeiffer Big Sur State Park	
<b>STATE HOUSING</b>		<b>IMMEDIATE SUPERVISOR</b>
Housing may be required		Park Maintenance Chief I
<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 supervision of the Big Sur Sector Park Maintenance Chief I, the Park Maintenance Supervisor (PMS) is responsible for supervising, planning, and directing the Technical Services staff and the day-to-day maintenance operations. The Big Sur Sector includes Pt. Sur State Historic Park, Andrew Molera State Park, Pfeiffer Big Sur State Park, Julia Pfeiffer Burns State Park, John Little State Natural Reserve, and Limekiln State Park. The incumbent's work schedule will be Tuesday - Friday from 6:30am - 5:00pm.</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>35%</b>	<p><b>MANAGEMENT AND SUPERVISION</b></p> <p>Provide overall supervision, guidance, orientation, training, and direction for the Facilities program in the Big Sur sector. Maintain close communication with sector staff. Keep the sector Maintenance Chief fully informed of all maintenance, personnel, and other issues. Coordinate and collaborate with the Big Sur Lodge concessionaire and staff to ensure proper contract compliance and facility upkeep. Demonstrate a high standard of leadership and ensure conformance with departmental standards, policies, and procedures. Attend and participate in district and sector meetings. Plan, schedule, and conduct maintenance staff and unit meetings. Complete annual performance appraisals on assigned employees. Maintain detailed schedules for the maintenance staff ensuring all commitments are met. Guide, counsel, evaluate, and take corrective action for subordinate personnel. Interact with district staff on district wide projects. Interview and hire seasonal personnel. Provide new employee orientation and training for maintenance personnel. Administer appropriate employee discipline, counsel employees, and recommend punitive actions where necessary. Approve/certify maintenance personnel time and absence requests and remain current on all employee bargaining contracts related to the maintenance function and implement the same in accordance with DPR policy. Promote safety awareness for all maintenance staff. Maintain good relations with park visitors, volunteers, concessionaires, other public agencies, and all employees.</p>	
<b>30%</b>	<p><b>FACILITY MAINTENANCE</b></p> <p>Develop and implement maintenance standards and schedules required to maintain facilities. Inspect facilities and develop an annual plan for maintenance based on the inspection process and preventive maintenance requirements. Plan, organize, and budget for the program to ensure that all facilities and equipment are maintained to the highest possible standard, in a safe condition and utilized as intended. Follow all Departmental policies and other regulations and guidelines in the implementation of the maintenance program. Facilitate, organize, schedule work, and supervise</p>	

	procedures for conducting housekeeping activities that follow the Department Operations Manual (DOM) for standards of housekeeping. Oversee groundskeeping operations that include maintaining, protecting, and improving the landscape. Recommend methods for accomplishing work. Estimates materials and labor costs. Plan for economical efficient use and upkeep of equipment. Train and instruct employees in safe and proper use of tools and equipment.
<b>10%</b>	<b>ADMINISTRATION</b> Comply with departmental guidelines and procedures in purchasing and obtaining supplies, materials, and equipment. Manage allocated funds for seasonal personnel and facility maintenance to ensure that work commitments are met. Review and approve time sheets for permanent and seasonal employees in a timely manner. Serve as liaison with contractors, vendors, special interest groups, and governmental agencies. In conjunction with the Maintenance Chief, prepare facility maintenance and equipment budget for the sector maintenance program. Work with sector Maintenance Chief to update Park Infrastructure Data Base (PID). Administer the sector's MAXIMO program.
<b>10%</b>	<b>EQUIPMENT MAINTENANCE</b> Provide for proper maintenance and care of all vehicles, tools, and equipment assigned to the sector facility maintenance program. Ensure completion of monthly usage reports on all sector facility maintenance vehicles and equipment and administer the sector's VUR. Coordinate needed vehicle repairs and maintenance with the district mechanics. Prepare budget documents and recommends replacement of equipment.
<b>5%</b>	<b>RESOURCE MANAGEMENT</b> Ensure compliance with the California Environmental Quality Act (CEQA) within the parks. Ensure that maintenance projects do not damage or threaten natural, cultural, and archeological resources. Prepare, review, and assist with Project Evaluation Forms (PEF)
<b>5%</b>	<b>SAFETY</b> Participate in facility and safety inspections on at least an annual basis. Schedule and document regular safety meetings. Maintain safe equipment and work sites for employees. Investigate and report employee accidents. Inspect facilities, grounds, and systems for potential hazards and ensures that employees perform their duties in a safe manner.
<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>	
<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.

**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>