



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Desert Field	Park Maintenance Supervisor	549-951-6229-001
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Inland Empire	Park Maintenance Supervisor	S12
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Chino Sector	Chino Sector Office	
<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		State Park Superintendent 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>The Park Maintenance Supervisor (PMS) operates under the supervision of the Sector Superintendent and at the direction of the Sector Manager. This position is responsible for leading and overseeing all maintenance and grounds operations within the sector, including supervising a diverse team of permanent staff, seasonal employees, volunteers, and work program participants. The PMS ensures the proper maintenance, repair, and management of all facilities, infrastructure, and assets—such as buildings, utilities, roads, trails, equipment, and grounds—while implementing preventive maintenance programs, coordinating repairs and improvements, and administering contracts. Additionally, the role includes managing the sector’s maintenance budget, tracking expenditures, maintaining accurate records, and ensuring efficient use of resources in alignment with sector and district priorities. The PMS will work closely with other State and local agencies/entities like CalFire, State Fire Marshal, Edison, SoCal Gas, and the Water District. The position may also provide support throughout the district per operational need. Must be willing to work weekends, holidays, and during emergencies. The reporting location for this position is the Chino Sector Office, 1879 Jackson Street, Riverside, CA, 92504.</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>40%</b>	<b>MANAGEMENT AND SUPERVISION</b> Performs the full range of supervisory duties for seasonal and permanent staff, including recruiting, interviewing, hiring, training, evaluating performance, and initiating corrective counseling or disciplinary action as necessary. Prepares and completes annual performance appraisals in accordance with policies and ensures staff compliance with uniform and appearance standards. Plans, organizes, schedules, assigns, and inspects work related to maintenance operations, including housekeeping, facility upkeep, equipment/vehicle maintenance, contracts, and purchasing activities. Supervises fieldwork to ensure work is completed safely, efficiently, and in compliance with established standards. Maintains a safe and accessible recreational environment for all through effective planning, implementation, evaluation, and training. Assists in the development and preparation of budget requests and maintenance plans, while supporting interpretive programs and public outreach. Demonstrates leadership by ensuring compliance with all applicable laws, policies, and procedures, and promotes teamwork, accountability, and high customer service standards.	
<b>40%</b>	<b>ADMINISTRATION</b>	

	Supervises, reviews, updates, and maintains facilities and grounds records including, sector emergency plans, hazardous materials plans, and business continuity plans to ensure operational readiness and regulatory compliance while ensuring accuracy and completeness of records and documentation. Oversees and tracks multiple fiscal allocations, ensuring expenditures remain within approved limits and comply with departmental guidelines. Maintains and manages the sector's property inventory in accordance with state policies and asset tracking requirements. Assists in the development, advertising, and administration of service and public works contracts, ensuring compliance with laws, regulations, and departmental procedures. Coordinates Rangers on the placement and maintenance of signage to support public safety and visitor experience. Participates in meetings and contributes to the development and coordination budgets, operations, plans, and programs to support the mission of providing high-quality services and experiences. Utilizes State systems, including Fi\$Cal, GovMotus, Maximo, and the Project Initiation Document (PID) system, to track work, manage assets, support project development, and ensure compliance with permitting and regulatory requirements.
<b>15%</b>	<b>RESOURCE MANAGEMENT</b> Assists in the planning, coordination, and review of resource protection activities to enhance and protect natural, cultural, and archaeological resources. Supports compliance with environmental regulations by coordinating the review and implementation of maintenance projects in accordance with the California Environmental Quality Act (CEQA) requirements. Coordinates with Environmental Scientists on activities including vegetation management, trail and fire clearance, seasonal avoidance measures, and protection of sensitive species, ensuring work is in compliance with applicable environmental laws, regulations, and departmental procedures. Coordinates with allied agencies such as the California Conservation Corps and CalFIRE inmate crews to support projects, maintenance, and resource management. Provides input related to real property management, including boundary identification, site cleanup, and the installation and improvement of park facilities.
<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>	
This position requires frequent travel throughout the sector (Chino Hills State Park, Discovery Center, California Citrus State Historic Park) for operational need. Moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and loud noises. Moderate exposure to hazards and physical risk, which requires following basic safety precautions. Typical work activities involve frequent and prolonged periods of standing and walking.	
<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>	
Must possess a valid California driver's license and maintain a good driving record.	
<p><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></p>	

**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>