



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Northern Field Division	Park Maintenance Chief I	549-683-6232-001
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Sierra District	Districtwide Maintenance Chief	S12
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Districtwide	Sugar Pine Point State Park	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input checked="" type="checkbox"/> Housing may be required <input type="checkbox"/> Housing is not available		Park Maintenance Chief III
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input 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 Districtwide Maintenance Chief works under the general direction of the Park Maintenance Chief III. The reporting location of this position is Lake Tahoe Sector Office located at Sugar Pine Point State Park, Tahoma, CA. Normal working hours are 0800 – 1630, Monday through Friday.</p> <p>The Maintenance Chief I assists with the Districtwide maintenance program, road and trail operations, equipment maintenance, historic building stabilization and restoration and water and sewer systems daily maintenance. This position directly supervises (5) permanent full-time employees and (8) permanent-intermittent Districtwide maintenance employees.</p> <p>A special consideration in the Sierra District is severe winter weather conditions requiring extensive snow removal in most park units. One park is accessible only with over-snow vehicles for 5 or more months each year. In addition, it is a 6-hour drive from one end of the District to the other.</p> <p>State Housing may be a requirement for this position.</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><u>ADMINISTRATION</u></b></p> <p>Manages Districtwide Maintenance Operations covering all the park units of the Sierra District. Manages the District technical services program which includes roads and trails, heavy equipment, auto shop, and water systems. Works closely with the District Natural and Cultural Resources Programs.</p> <p>Assists with the budgeting and allocation of the Category 1 Maintenance funding to Maintenance Chiefs, Maintenance Supervisors and Resource staff. Category 1 funding budgeted to A-Buildings, B-Grounds, C-Roads, D- Miscellaneous Structures, E-Water Delivery Systems, F-Trails, and G–Artifacts/Cultural Resources are the responsibility of the District Maintenance Chief.</p> <p>Assists with maintaining the Park Infrastructure Database (PID) for the Sierra District. Meets annually with all District functions to input and prioritize projects in the PID. Oversees data entry</p>	

	<p>into other Department databases managed by Facilities Management Division including Maximo, CAMP, and Asset Management.</p> <p>Prepares Project Agreements for Category II, Deferred Maintenance, Minor and Major Capital Outlay, Grants and other special funds related to identified operations.</p> <p>Prepares and/or reviews all purchase documents related to project expenditures including P-Card, Purchase Orders, 868's, and Purchase Estimates. Prepares contracting documents related to maintenance projects including contract specifications and bid packages. Manages STD 213 and DPR 285 contract documents.</p> <p>Assures that all required control agency permits and approvals related to projects undertaken are obtained. These include CEQA, 5024, Stream Alteration Permits, Tahoe Regional Planning Agency (TRPA), Army Corps, State Land, Water Quality Control and Fleet Administration permit/approvals.</p> <p>Prepares yearly and monthly project work schedules. Facilitate maintenance staff meetings with assigned staff, attend supervisory staff meetings.</p>
25%	<p><b><u>SUPERVISION</u></b></p> <p>Directly supervises (5) permanent full-time employees and (8) permanent-intermittent Districtwide maintenance employees. Program responsibilities include individual project oversight and evaluation, monitoring of scheduled projects for timeliness and quality, logistical support, performance evaluations, letters of expectations, training requests, career development and support of maintenance staff. Stays familiar with the contracts for Bargaining Units 12 and 13.</p>
25%	<p><b><u>PROJECT IMPLEMENTATION</u></b></p> <p>Manages and supervises the implementation of historic structure restoration and stabilization, road and trail maintenance, water and sewer system maintenance, maintenance projects and other projects as assigned. Works closely with Natural and Cultural Resource Management personnel, Maintenance Chiefs, Chief Ranger and Supervisors. Schedules the review of project requests prior to the preparation of the PEF, assists in the development of time estimates, material estimates, equipment and tool needs. Assigns appropriate in-house crews to develop projects.</p>
10%	<p><b><u>EQUIPMENT AND PROPERTY MANAGEMENT</u></b></p> <p>Plans and directs the district equipment replacement program by reviewing all new and replacement equipment requests. Assists with the management of the District Property Program.</p>
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
5%	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>	
<b>This position is designated as: (Check one)</b>	
<input type="checkbox"/> Telemwork Eligible – Office Centered <input type="checkbox"/> Telemwork Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telemwork 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>