



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Supervisor	549-636-6229-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
North Coast Redwoods	Maintenance Supervisor	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Eel River Sector	Humboldt Redwoods State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Park Maintenance Chief III
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>The Park Maintenance Supervisor reports to the headquarters at the Eel River Sector (ERS) - North. The ER Sector-north is comprised of Humboldt Redwoods State Park and Grizzly Creek State Park. Individual works under the direction of and reports to the Park Maintenance Chief III.</p> <p>This position directly oversees and supervises the Maintenance Services section of the ERS-north and supervises the personnel of the ERS-south as needed. Incumbent is a supervisory staff team member within the Eel River Sector and is a part of the Sector's Core staff. This position may be required to travel throughout the District and report to any location within the district consistent with specific needs and efficient use of personnel as coordinated by the District Superintendent.</p>		
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	
25%	Management and Supervision Plan, conduct and attend staff meetings. Supervise and direct efforts of maintenance personnel providing counseling and performance evaluations. Individual shall recruit qualified seasonal personnel, schedule and train permanent and seasonal personnel within the ERS. Provide direction for volunteers, court workers, camp hosts and California Department of Corrections and Rehabilitation /California Department of Forestry and Fire Protection/California Conservation Corps programs. Develop and implement safety practices and standards. Conduct safety inspections as necessary. Be familiar with and follow collective bargaining policies as outlined in the union contracts. Maintain good communication with all staff. Attend in-service and out-service training when scheduled.	
25%	Facility Maintenance Supervise all efforts to maintain structures, utilities, and grounds within the Eel River Sector. Ensure all facilities are maintained in a hazard-free condition and in accordance with Department standards. Assist the Sector Maintenance Chief in updating and maintaining facility inventories, maintenance records, and standards. Provide input for scheduling, monitoring, and evaluating maintenance programs. Provide data entries and information updates essential to the CAMP program.	
20%	Administration Maintain stock and inventory of housekeeping and maintenance supplies for the Eel River Sector-north. Prepare, review, and approve budgetary and purchasing documents as required. Ensure	

	that all records required by State law for water and sewage treatment are submitted on a timely basis. Ensure that the Eel River Sector-north systems manuals are kept up-to-date. Ensure that as-built construction plans are up-to-date and readily available. Ensure that all automotive and miscellaneous equipment are maintained per Departmental standards.
15%	Facility Housekeeping Supervise and coordinate all facility housekeeping functions within the ERS-north. This function will include refuse disposal, buildings, structures, grounds, use areas, workshops, storage areas, offices, and all appurtenances. Be familiar with garbage disposal and chemical toilet contracts to ensure compliance.
10%	Equipment and Resource Management Supervise scheduling and monitoring of the Sectors' vehicle and equipment maintenance programs. Ensure vehicle and equipment inspections, repair, and maintenance reports are completed as required. Coordinate all resource programs within the ER Sector-north and District resource staff. This includes trail maintenance, road maintenance, inmate projects, vegetation control, and hazardous tree removal. Ensure that all required permits are up to date and complied with in accordance with guidelines and purposes.

MARGINAL FUNCTIONS:

%	TASK/DUTIES
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.

TYPICAL WORKING CONDITIONS

Typical work activities involve frequent periods of bending, stooping and lifting.
 Perform indoor and outdoor work often in inclement weather.
 May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises.
 May work in remote locations.
 May require heavy physical work including lifting, pushing or pulling.

TELEWORK DESIGNATION

This position is designated as: (Check one)

Telework Eligible – Office Centered Telework Eligible – Remote Centered Not Telework Eligible

SPECIAL REQUIREMENTS:

Possession of a valid Class "C" Driver's License.
 Read, write and understand English.

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.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

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.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE