



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Division	Park Maintenance Chief III	549-900-9918-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Great Basin District	District Maintenance Chief	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Great Basin District	Great Basin District Office	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input checked="" type="checkbox"/> Housing may be required <input type="checkbox"/> Housing is not available		District Superintendent I
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>Under the general direction of the District Superintendent, the District Park Maintenance Chief administers the District's Maintenance Program for all parks and Off-Highway Vehicle (OHV) units within the Great Basin District. Responsibilities include oversight of buildings (Category I & II), public use facilities, state employee housing, offices, kiosks, maintenance buildings, facility housekeeping, landscaping, irrigation, tree services, road and trail maintenance, parking areas, gates, and fences. The position oversees all state equipment, including heavy equipment, district vehicles, off-highway vehicles, property inventory, and capital outlay development, review, and implementation related to maintenance equipment. The District Park Maintenance Chief works closely with the Administrative Chief to manage assigned budgetary resources, coordinate districtwide maintenance program needs, and provide technical staff services related to equipment, budgeting, ADA compliance, Project Agreements, and Schedule 9 fleet management. The position is also responsible for ordering Personal Protective Equipment (PPE) and supplies necessary to support maintenance operations and ensure workplace safety. This position plans, organizes, directs, and schedules maintenance activities throughout the District and supervises the District Water and Sewer Supervisor, Park Maintenance Supervisors, Park Maintenance Chiefs, State Park Equipment Operators, and other maintenance staff districtwide. The reporting location for this position is the Great Basin District Office located at 15101 Lancaster Road, Lancaster, California.</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	
35%	MANAGEMENT AND SUPERVISION: Provides assistance to the Sectors in all aspects of the technical service function. Plans, directs, organizes, supervises and controls maintenance and technical functions and activities. Hires, trains, and evaluates performance of key maintenance personnel. Participates in Sector and District staff meetings by providing information on any specific problems and recommend solutions. Works cooperatively with District Superintendents and Supervisors.	
35%	ADMINISTRATION: Coordinates the District facility maintenance and equipment budgets by compiling a district budget from the budget requests submitted by the sectors. Provides input for the annual budget. Prepares, submits and maintains all records relative to facility maintenance and equipment. Prepares contract specifications for maintenance and construction projects. Approves contract submittals, and supervise contract progress. Prepares the Central Valley District facility maintenance and equipment budgets. Coordinates and takes the lead to ensure the District	

	CAMP's is maintained. Coordinates, plans, directs, organizes, and schedules maintenance supplies and materials for the sector, and where practical and economical, for the district.	
20%	FACILITY MAINTENANCE & SAFETY: Coordinates, plans, directs, organizes and schedules facility maintenance programs to perform preventive and corrective maintenance to building structures, roads, trails and systems. Works with District Superintendents and Sector Chiefs to keep the District PID list updated. Coordinates management of the District and sector safety program with the Sector Superintendents. Ensures biweekly safety and accident prevention meetings are held. Reviews all sector employee, state vehicle and visitor accidents, and takes action as needed to prevent recurrence. Provides leadership in the illness and injury prevention program and in the safety inspections for the facilities of the District. Supervises, organizes and oversees all aspects of hazardous materials management, maintains an updated hazardous materials protocol for response to emergency situations, and oversees MSDS, respirator, and confined spaces programs and training.	
5%	RESOURCE MANAGEMENT AND REAL PROPERTY MANAGEMENT: Assists staff in planning, budgeting and executing resource management projects. Prepare budgets and execute contracts for real property management. Plans and budgets for the tree hazard reduction program, executes tree hazard reduction contracts during periods of low visitor use and minimal environmental disruption with recommendations from District Resource Environment Scientists. Supervises the District's property and equipment management programs. Performs required property inspections.	
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		
May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises as office is located in a State Park. Office and desk work as well as field visits, working outdoors in all types of weather, altitudes, and seasons.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
<p>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.</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.		
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



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Division	Park Maintenance Chief II	549-900-6535-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Great Basin District	District Maintenance Chief	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Great Basin District	Great Basin District Office	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input checked="" type="checkbox"/> Housing may be required <input type="checkbox"/> Housing is not available		District Superintendent I
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 Chief II (PMC II) is part of the core management team in Great Basin District. The reporting location will be Great Basin District Office located at 15101 Lancaster Road, Lancaster, Ca 93536. The PMC II works under the general direction of the District Superintendent and work hours will be Monday Through Friday 0800 to 1630. The PMC II is responsible for the direct supervision of all the district maintenance classifications, State Park Equipment Operators, Water & Sewage Plants Supervisors, Park Maintenance Chief I, Park Maintenance Supervisors, Heavy Equipment Mechanic, Park Maintenance Worker I, Park Maintenance Assistant, and other permanent and seasonal maintenance staff. The PMC II is charged with recruitment, proper selection, and mentoring of permanent and seasonal park employees. The PMC II provides oversight and support for all sectors and programs within the district, and for the administration of a variety of technical service. The PMC II shall provide efficient and effective services within budgetary constraints and departmental guidelines, policies, and procedures. The PMC II is the lead contact person with the Department's Chief of Technical Services at the headquarters office, serves as the district trail coordinator, district safety coordinator, district fleet manager, district California Conservation Corps coordinator, and the district's CAMP coordinator. This position directly supervises the entirety of the maintenance program and the Great Basin District roads and trails program. Employees who work to support State Vehicle Recreation Areas (SVRA) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and to help ensure program transparency, accountability, and compliance (TAC) goals are met.</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	
35%	MANAGEMENT AND SUPERVISION: Aids the Sectors in all aspects of the technical service function. Plans, directs, organizes, supervises, and controls maintenance and technical functions and activities. Hires, trains, and evaluates performance of key maintenance personnel. Participates in Sector and District staff meetings by providing information on any specific problems and recommend solutions. Works cooperatively with the District Superintendent, Core Staff, and Supervisors in planning, directing, organizing, and reviewing Department programs (e.g., MAXIMO, PID) and compliance requirements related to all aspects of the maintenance program, including facility maintenance, grounds, equipment management, housekeeping, resources, roads, trails, and property management. Plans, organizes, and controls the maintenance services functions with regard to helping achieve all district goals and objectives in the six core programs.	

35%	<p>ADMINISTRATION: Coordinates the district facility maintenance and equipment budgets by compiling a district budget from the budget requests submitted. Provides input for the annual budget. Prepares, submits, and maintains all records relative to facility maintenance and equipment. Prepares contract specifications for maintenance and construction projects. Approves contract submittals and supervise contract progress. Provides for a safe and healthy environment for all District work staff. Fosters the Quality Management process in all areas. Works with the Administrative Officer to ensure purchasing, budgeting, and personnel programs within the District's Maintenance Services function are administered effectively and maintained at a high standard. Works with the Core Management staff to ensure clear and effective interaction among and between all functions. Fosters the quality management process in all areas.</p>
20%	<p>FACILITY MAINTENANCE & SAFETY: Coordinates, plans, directs, organizes, and schedules facility maintenance programs to perform preventative and corrective maintenance to building structures, roads, trails, and systems. Works with District Superintendent and Core Staff to keep the District PID list updated. Coordinates management of the district safety program with the maintenance leadership positions. Ensures biweekly safety and accident prevention meetings are held. Reviews all sector employee, state vehicle and visitor accidents, and acts as needed to prevent recurrence. Provides leadership in the illness and injury prevention program and in the safety inspections for the facilities of the district. Supervises, organizes, and oversees all aspects of hazardous materials management, maintains, and updated hazardous materials protocol for response to emergency situations, and oversees MSDS, respirator, and confined spaces programs and training. Coordinates, plans, directs, organizes, and schedules maintenance supplies and materials for all sectors, and where practical and economical, for the district.</p>
5%	<p>RESOURCE MANAGEMENT AND REAL PROPERTY MANAGEMENT: Provides input regarding natural, cultural, and historical resources within the district relating to the Maintenance Program. Works to insure CEQA compliance in all aspects of maintenance work.</p>
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	
May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises as office is located in a State Park. Office and desk work as well as field visits, working outdoors in all types of weather, altitudes, and seasons.	
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<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible	
SPECIAL REQUIREMENTS:	

SUPERVISOR STATEMENT:

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