



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Maintenance Chief I	549-723-6232-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey Distirct	Park Maintenance Chief I	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Big Sur Sector	Pfeiffer Big Sur State Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing may be required		Park Maintenance Chief III
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
POSITION DESCRIPTION		
<p>The Park Maintenance Chief I (PMC I) is assigned to the Big Sur Sector of the Monterey District and works under the supervision of the District Maintenance Chief. 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 Reserve, Limekiln State Park and the Multi-Agency Facility. The reporting location for this position is Pfeiffer Big Sur State Park. Primary responsibilities of this position include oversight of facilities maintenance, equipment operation and maintenance, drinking water systems, the wastewater treatment plant, resource protection, project implementation, housekeeping and supervision for all units in the Big Sur Sector. This position has supervisory responsibility for all permanent and seasonal Maintenance staff assigned to the Sector. This position works closely with the District Maintenance Chief to manage the Sector water/wastewater program by providing oversight of the Water and Sewage Plant Supervisors (WSPS). The PMC I may be assigned to act in the absence of the District Maintenance Chief. The work schedule for this position is Wednesday to Saturday from 7:00am – 5:30pm.</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	
40%	<p><b>ADMINISTRATION</b></p> <p>Responsible for the expenditure and management of related allocations, including temporary help, O&amp;E, Category I, deferred maintenance projects, etc. Assist in preparation of budget needs and project submissions. Oversee implementation of the Sector’s MAXIMO program for maintenance and ensure compliance with Department requirements. Prepare correspondence, reports and special studies as required. Review and assist in the preparation of planning documents such as general plans, emergency plans, etc. Purchase and oversee the purchasing of economic quantities of expendable supplies and materials in accordance with State/Department rules. Initiate and coordinate contracts/agreements and purchase documents. Ensure that all required control agency permits and approvals related to projects undertaken are obtained, including CEQA, 5024, Stream Alteration Notifications, Army Corps, State land, Water Quality Control, Fleet Administration, etc. Work closely with WSPS, State Water Resource Control Board and Regional Water Quality Control Board to ensure safety and compliance of wastewater treatment plant and drinking water systems. Prepare contract specifications and be the state representative, as assigned, for all matters relating to contract performance and project oversight. Maintain an accurate inventory of facilities under your responsibility and ensure the maintenance records for each facility are updated. Assist the District Property Custodian in property management and submit documents promptly.</p>	

35%	<p><b>MANAGEMENT AND SUPERVISION</b></p> <p>Responsible for the evaluation of programs, facilities and services, the development of appropriate programs, and their implementation in order to achieve Sector, District, and Department maintenance/technical service goals. Seek technical support, guidance and coordination with District Maintenance Chief as needed. Coordinate staff to ensure work is accomplished in a timely manner according to standards. Supervise performance of as-signed employees and complete annual performance appraisals. Coordinate, schedule and oversee the activities of work alternative, inmate and CCC crews. Make daily/ weekly/monthly/annual work assignments/plans and establish work schedules and job standards. Prepare and update duty statements. Ensure that reporting employees are punctual in reporting to work, adhere to the Department's uniform standards, and follow safe work practices. Establish properly classified positions, recruit, select, hire and evaluate employees as required for vacancies. Insure employees are trained, motivated, and have necessary tools to perform assigned work. Counsel, discipline and correct employees as needed to ensure job performance standards are met. Maintain good employee/employer relations; comply with collective bargaining agreements and work to achieve the goals of the department in the area of human rights. Work with outside agencies having mutual interest or responsibility in order to maintain compliance with laws and ensure effective coordination of efforts. Attend Sector, District and other meetings as assigned. Give and participate in training, both in-service and out-service, identifying your needs as well as those supervised. Provide orientation for new employees and recommend training for those supervised based on the individual career development plan and Department/District needs. Personally provide for individual development through on the job training, coaching, rotation of duty assignments. Provide assistance in preparation of career development plans. Ensure personnel under your supervision are current in any required training. Keep employees informed of and in compliance with policies and procedures; hold staff meetings to assure a flow of communication and information; train personnel in Maintenance tasks. Communicate effectively and maintain positive interpersonal relationships with fellow supervisors, staff, volunteers and the public. Encourage and support Total Quality Management and customer service. Support teamwork group assignments both District and Sector wide. Provide for and encourage process improvement. Provide and document staff safety training. Identify and take corrective action on visitor and employee hazards. Report anything that may not be resolvable with work site re-sources to the District Maintenance Chief. Ensure the implementation of the Monterey District Injury and Illness Prevention Program within your area of responsibility.</p>
10%	<p><b>TECHNICAL SERVICE</b></p> <p>Maintain current information on maintenance techniques, water treatment requirements, HAZMAT procedures, safety and related areas. Maintain the Sector's two Business Response Plans. Ensure that all Sector Maintenance activities conform with requirements of Cal OSHA, Department of Health Services of Monterey County, and other regulatory agencies. Oversee the Sector's Recycling Program and ensure all related tracking and re-ports are current. Keep the Sector Superintendent informed as to the condition of facilities and continuous program needs. Perform annual inspections of all facilities in coordination with the District Housing Team. Be diligent in carrying out the Department's preventive maintenance program. Ensure that periodic maintenance and inspections are performed on equipment and appliances in each facility according to manufacturer's recommendations.</p>
5%	<p><b>RESOURCE MANAGEMENT</b></p> <p>Be proactive in preserving the natural and cultural resources of the State of California. Work cooperatively with District specialists and be mindful of resource preservation in all activities. Prohibit any activity that is not in strict accord with the intent of CEQA and PRC 5024, or which is inconsistent with the Department's resource management philosophy. Prevent handling of artifacts without prior approval of the collection management section. Be alert to and respond promptly to hazards from fire, theft, vandalism, pest infestation, erosion, trespass, encroachment and other activities that threaten area resources. Be mindful of, and take action to prevent, polluting activities both on Park property and off. Seek opportunities to promote environmental consciousness and encourage recycling.</p>
5%	<p><b>EQUIPMENT MANAGEMENT</b></p>

	Act as the Sector fleet manager and coordinate and review vehicle inspections, routine servicing, and record maintenance for the entire Sector fleet. Ensure proper maintenance and use of vehicles by all staff. Enforce safety precautions and standard procedures relating to vehicle and equipment operation and report all unusual conditions to the Sector Superintendent.	
<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. This is a uniformed position, and the PMC I must abide by all applicable Departmental uniform and grooming standards.		
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>SUPERVISOR STATEMENT:</b>		
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>
<b>EMPLOYEE STATEMENT:</b>		
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>