



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Desert Field	Park Maintenance Supervisor	549-943-6229-001
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Ocotillo Wells District	Park Maintenance Supervisor	S12
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Salton Sea SRA	Salton Sea SRA	
<b>STATE HOUSING</b>		<b>IMMEDIATE SUPERVISOR</b>
Housing may be required		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 reporting location is Salton Sea State Recreation Area, Mecca, California. The Park Maintenance Supervisor is responsible to plan, supervise, and direct the overall maintenance program within the sector. This position manages the daily housekeeping, facility maintenance, grounds maintenance, equipment management, and related functions. This position provides leadership, supervision, training, and employee development opportunities to the staff. The incumbent maintains cooperative professional relationships within the community in order to further the philosophy and purpose of the State Parks System and ensure clear direct liaison is maintained with local, State, Federal, and outside entities with similar roles and responsibilities. The Park Maintenance Supervisor works directly with District core staff and is responsible to keep district management informed of progress on projects, controversial or sensitive issues, and the overall status of the program.</p>		
<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></p>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>35%</b>	<p><b>SUPERVISION</b></p> <p>Plan, supervise, and direct the overall maintenance program within the sector. Supervise maintenance staff and special program crews. Participate in recruitment activities and balanced interviews to select staff. Coordinate review of performance and evaluation of employees. Provide employee counseling, initiate discipline, and take action to rectify personnel-related problems such as grievances or complaints. Assign and review, and approval of staff timesheets and other personnel requests. Pursues an aggressive safety program for employees to follow and institutionalizes an effective back-to-work program for injured employees. Schedule and attend staff meetings.</p>	
<b>25%</b>	<p><b>ADMINISTRATION</b></p> <p>Prepare, review, and submit for approval, program maintenance, equipment and special funding budgets, and operational plans. Monitor expenditures of allocations, ensuring compliance with all policies, rules, and regulations. Prepare contract specifications and other documents necessary for approval of service contracts. Prepare service agreements, interagency agreements, and other documents used to purchase supplies and receive services. Review and approve requests for maintenance expenditures. Monitor contract compliance.</p>	

<b>20%</b>	<b>FACILITIES MAINTENANCE</b> Plan, supervise, and direct maintenance functions including construction, repair, and maintenance of buildings, structures, electrical systems, park-owned residences, plumbing, water treatment, sewage disposal, ventilating and auxiliary systems, landscape and grounds, road maintenance, pesticide application, and resource protection and maintenance. Monitors and inspects grounds and facilities for compliance to all health department and Cal OSHA standards. Ensure compliance regarding the preservation and restoration of historic structures. Ensure compliance with control orders, inspection of water and sewage treatment facilities, and maintenance of all records.	
<b>15%</b>	<b>EQUIPMENT MANAGEMENT</b> Operate light vehicles and equipment, including pickup trucks, one-ton flatbeds. Small equipment operation may include gas/electric saws, rock drills, hand tools, pumps, compactors, cement mixers, motorized wheelbarrows, and specialized equipment. Have basic use knowledge of laser level equipment and GIS/GPS equipment. Ensure tools and equipment are clean, well-maintained, and utilized for their intended purposes as per District policy. Direct and train crew in equipment operation and maintenance.	
<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>		
Work outdoors in various types of extreme weather (sub-freezing in the winter and averaging 115-120 degrees in summer) Work in hazardous situations (such as high winds/dust, flash floods, and venomous reptiles) Work at elevated heights or near fast moving machinery or traffic.		
<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.		
<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>		
<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>