



DUTY STATEMENT

| DIVISION | | CLASSIFICATION | POSITION NUMBER (Agency-Unit-Class-Serial) |
|---|---|-------------------------------|---|
| Central | | Park Maintenance Chief III | 549-730-9918-001 |
| DISTRICT/HQ SECTION | | WORKING TITLE | CBID |
| Central Valley District | | District Maintenance Chief | S12 |
| SECTOR/HQ UNIT | | REPORTING LOCATION | INCUMBENT |
| Facilities Development | | District Office, Columbia, CA | |
| STATE HOUSING | | | IMMEDIATE SUPERVISOR |
| Housing may be required | | | District Superintendent II |
| 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 direction of the District Superintendent II, the Park Maintenance Chief III (PMC III) provides programmatic development and on-going support for all essential District facility programs and associated processes. PMC III has continuous access to Sector Maintenance operations and interacts with Sector Maintenance Chiefs on a routine basis. PMC III has District-wide budgetary responsibility for Ongoing Maintenance, Deferred Maintenance, Roads & Trails, Equipment, and other project related funds. The reporting location is the District Office, 22708 Broadway, Columbia, 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% | ADMINISTRATION Oversee the District facility maintenance and equipment budgets and provides input for the annual budget. Determines budgetary needs for ongoing programs and specific projects related to the District, including but not limited to the Ongoing and Deferred Maintenance programs. Develop and monitor spending plans and other budgetary requests. Updates, maintains, evaluates and monitors facility inventories, maintenance records, schedules, guidelines, checklists and maintains standards. Responsible for the district's State equipment and property management program and ensure records are current, accurate and maintained in MAXIMO. | | |
| 25% | MANAGEMENT AND SUPERVISION Assist Sectors in all aspects of the technical service function. Provides daily supervision of assigned personnel and related staff to support the District Operations. Provides District Leadership, guidance and oversight to ensure that all facilities, systems, and equipment are maintained in safe, operable and clean condition. Oversees compliance with mandated hazardous material handling and storage standards. Oversees the District Fleet Management program and Schedule 9. | | |
| 15% | MAINTENANCE PROGRAM Works with District Superintendents and Sector Chiefs to keep the District PID list updated plans, coordinates, and evaluates the District Maintenance Program ensuring compliance with all associated policies and regulations of the district's varied and complex maintenance program. Prepares and reviews reports and documents related to the District Maintenance Program. Coordinates performing inspection of facilities, systems and roads as identified in published guidelines and the department's MAXIMO program. | | |

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| 10% | RESOURCE MANAGEMENT AND REAL PROPERTY MANAGEMENT Works with District Resource Environment Scientists staff in planning, budgeting, and executing resource management projects. Oversees budgets and the execution of contracts for real property management. and the tree hazard reduction program. Performs required property inspections. | |
| 10% | SAFETY Works with management of the District and sector safety program with the Sector Superintendents. Ensure safety and accident prevention meetings are held. Provides leadership in the illness and injury prevention program and in the safety inspections for the facilities of the District. Oversee all aspects of hazardous materials management, hazardous materials protocol, and MSDS, including respirator, and confined spaces programs and training. | |
| MARGINAL FUNCTIONS: | | |
| % | TASK/DUTIES | |
| 5% | Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training and preparing administrative paperwork to meet operational needs. | |
| TYPICAL WORKING CONDITIONS | | |
| Outdoor work is common. Typical work activities involve frequent and prolonged periods of standing and walking. Perform indoor and outdoor work. Emergency response during times of natural disasters. | | |
| TELEWORK DESIGNATION: | | |
| This position is designated as NOT Telework Eligible. | | |
| SPECIAL REQUIREMENTS: | | |
| Possession of a valid class C driver's license is required. As required, the incumbent travels to perform duties in park units and at sector offices throughout the district | | |
| 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 |
| | | |



DUTY STATEMENT

| DIVISION | | CLASSIFICATION | POSITION NUMBER (Agency-Unit-Class-Serial) |
|--|--|-------------------------------|---|
| Central | | Park Maintenance Chief II | 549-730-6535-001 |
| DISTRICT/HQ SECTION | | WORKING TITLE | CBID |
| Central Valley District | | District Maintenance Chief | S12 |
| SECTOR/HQ UNIT | | REPORTING LOCATION | INCUMBENT |
| Facilities Development | | District Office, Columbia, CA | |
| STATE HOUSING | | | IMMEDIATE SUPERVISOR |
| Housing may be required | | | District Superintendent II |
| 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 direction of the District Superintendent II, the Park Maintenance Chief II is responsible for the maintenance and technical service function of the District. Coordinates all District maintenance, equipment, water/sewage, and technical programs. Submits and recommends priority for District projects. Oversee MAXIMO and assist sectors with PID entries.</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% | ADMINISTRATION Prepares the Central Valley District facility maintenance and equipment budget. Coordinates the District facility maintenance and equipment budgets by compiling requests submitted by park sectors. Provides input for the annual budget. Prepares, submits, and maintains all records related to facility maintenance, fleet, and equipment. Assists with preparation of contract specifications for maintenance and construction projects. Approves contract submittals and supervises contract progress. Coordinates and takes the lead to ensure the District MAXIMO is maintained. Coordinates, plans, directs, organizes, and schedules maintenance supplies and materials for the sector, and where practical and economical, for the district. | | |
| 25% | MANAGEMENT AND SUPERVISION Assists Park Sectors in all aspects of the technical service function. Plans, directs, organizes, supervises, and controls maintenance and technical functions and activities. Hires, trains, and evaluate performance of key maintenance personnel. Participate in Sector and District staff meetings by providing information on any specific problems and recommending solutions. Works cooperatively with District supervisors. Assist sectors with fleet management and Schedule 9. | | |
| 15% | FACILITY MAINTENANCE 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. | | |
| 10% | 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 and execute tree hazard reduction contracts during periods of low visitors 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. | | |

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| 10% | SAFETY Coordinates District and sector safety program with the Sector Superintendents. Ensure biweekly safety and accident prevention meetings are held. Reviews all sector employees, 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 an updated hazardous materials protocol for response to emergency situations, and oversees MSDS, respirator, and confined spaces programs and training. | |
| MARGINAL FUNCTIONS: | | |
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| 5% | Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training and preparing administrative paperwork to meet operational needs. | |
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| SPECIAL REQUIREMENTS: | | |
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