



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Coastal Field	Park Maintenance Supervisor	549-911-6229-001
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Channel Coast District	Same	S12
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Santa Barbara	La Purisima Mission State Historic Park (SHP)	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<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
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input checked="" 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>Under the general direction of the Park Maintenance Chief III and with assistance from the Park Maintenance Chief I, the Park Maintenance Supervisor has the authority and responsibility to plan, supervise and direct the overall maintenance program within La Purisima Mission SHP, Point Sal State Beach, and Santa Ines Mission Mills (unclassified). The incumbent maintains cooperative professional relationships within the community to further the philosophy and purposes of the State Park 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, Headquarters staff and is responsible to keep the Park Maintenance Chief I informed of progress on projects, controversial or sensitive issues.</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>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>30%</b>	<b>SUPERVISION</b> Plan, supervise and direct the overall maintenance program within the Unit. Supervise maintenance staff, special program crews and court ordered workers. Participate in recruitment activities. Coordinate review of performance and evaluation of employees. Provide employee counseling, initiate discipline, and takes action to rectify personnel-related problems such as grievances or complaints. Assures all staff are free from harassment. Assign and review the work of rank-and-file staff and plan projects. Responsible for staff scheduling 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. Schedules and attends staff meetings.	
<b>30%</b>	<b>ADMINISTRATION</b> 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. Tracks and completes monthly MAXIMO actuals and VUR entries.
<b>25%</b>	<b>FACILITIES MAINTENANCE</b> Plan, supervise and direct maintenance functions including construction, repair and maintenance of buildings, structures, electrical systems, plumbing, water treatment, sewage disposal, ventilating and auxiliary, 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 California Occupational Safety and Health (Cal/OSHA) standards. Ensures compliance with California Environmental Quality Act (CEQA) PRC 5024 when recommending and planning maintenance projects. Ensure compliance regarding the preservation and restoration of historic structures. Ensure compliance with control orders and inspection of water and sewage treatment facilities and assure maintenance of all records.
<b>10%</b>	<b>EQUIPMENT MANAGEMENT</b> Reviews priorities for equipment repair, replacement and utilization. Assures the Units motor pool is kept in the highest state of readiness to meet the needs of staff and to serve the public. Assures all records pertaining to vehicle maintenance are completed in the prescribed manner and retained in accordance with retention schedules.
<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. Opens and closes Mission
<b>TYPICAL WORKING CONDITIONS</b>	
<b><u>WORKING ENVIRONMENT, PHYSICAL OR COGNITIVE ABILITIES:</u></b>	
<b><i>Work Environment:</i></b> Work outdoors in various types of weather; work in unpleasant conditions (e.g., bad weather, around sewage) Work in hazardous situations (e.g., around raw sewage, chemicals) Works at elevated heights or near fast moving machinery or traffic.	
<b><i>Physical Abilities:</i></b> Ability to perform manual labor (e.g. digging, trenching, lifting, carrying, loading) Requires repetitive movement of heavy objects Ability to walk across uneven terrain in both uphill and downhill conditions to perform the duties associated with the job. Stand for long periods of time (up to 2 hours) to perform the duties associated with the job	
<b><i>Cognitive Abilities:</i></b> Read, write and speak in a clear and concise manner Develop practical solutions to problems to make sound decisions Perform basic mathematical computations associated with assigned duties Make sound decisions given available information and situational parameters	
<b>TELEWORK DESIGNATION</b>	
<b>This position is designated as: (Check one)</b>	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible	
<b>SPECIAL REQUIREMENTS:</b>	
Possession of a valid class C driver's license is required.	

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