



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	Park Maintenance Chief I	549-953-6232-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Inland Empire District	Park Maintenance Chief	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Silverwood Sector	Silverwood Lake State Recreation Area (SRA)	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		State Park Superintendent III
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input checked="" 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 State Park Superintendent III (Silverwood Sector Superintendent), the Park Maintenance Chief I is responsible for the supervision, direction, and the accomplishment of all Sector facilities maintenance including but not limited to facilities maintenance, vehicle and vessel fleet repairs, heavy equipment operations, systems operation, road and trail repair, facility capital improvement projects, Americans with Disabilities Act (ADA) improvement projects, and housekeeping and grounds keeping programs. This position may be asked to support other park units within the district due to operational need. This position will travel throughout the sector and district and may be required to travel throughout the State for trainings, meetings, and conferences. The reporting location is Silverwood Lake SRA, located at 14651 Cedar Circle, Hesperia CA 92345.</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	
30%	MANAGEMENT AND SUPERVISION Provides guidance and direction to the Silverwood Sector facilities and equipment maintenance staff, maintaining close communication with the staff and keeping the Sector and District Superintendents fully informed. Plans, schedules, and delegates work assignments and inspects and reviews completed work to ensure high standards. Ensures effective utilization of resources and personnel, completes regular performance appraisals and evaluations, counsels employees and initiates corrective or disciplinary action as necessary. Ensure all facilities maintenance personnel are adequately trained to perform duties safely and effectively and determines training needs of staff based on Sector and District needs and employee development plans. Interviews and hires, supervises and provides guidance, orientation, training and direction for the Silverwood Sector facilities maintenance program permanent and seasonal staff. Demonstrates a high standard of leadership and ensures conformance with departmental standards, policies, and procedures. Ensures staff safety training and conformance with the department's safety program. Attends and participates in all team and core staff meetings.	
30%	FACILITIES MAINTENANCE AND HOUSEKEEPING MANAGEMENT Plans, prioritizes, organizes, budgets, and directs efforts of staff to achieve facilities maintenance program and improvement goals, developing timelines for project completion, setting standards,	

	directing programs, and supervising procurement activities necessary for the operation of the facility maintenance function. Directs efforts in structure, system, road and trail maintenance and repairs. Performs follow-up and reviews work to ensure high standard project completion. Follows department policies and all other county, state, and local regulatory and statutory requirements in the implementation of the facilities maintenance programs and systems and facilities operations and repair. Works closely with allied agencies such as CAL FIRE, California Conservation Corps (CCC), and Youth Corps, independent contractors, and volunteer groups to accomplish tasks and projects within the park. Establishes housekeeping and maintenance schedules and staffing. Ensures public use areas and state facilities are equipped, stocked, and maintained in a safe and sanitary condition.
20%	ADMINISTRATION Develops and monitors spending plans and other budgetary requests. Prepares and approves purchasing documents and coordinates the purchase of materials and equipment necessary for the facilities maintenance program. Updates, monitors, and maintains facility inventories, maintenance records, schedules, guidelines checklists and maintenance standards. Provides oversight of the District's State equipment property management program and ensures records are current, accurate and maintained in Maximo. Manages the Sector's Maximo program by ensuring accuracy and efficiency in the preventative maintenance and job plans, ensures work orders and data entry are completed and logged, and conducts road assessments for inclusion in the program. Develops and maintains the Sector's emergency, business, evacuation, hazardous materials, spill prevention and other required plans. Assists with contracts administration by participating in project meetings, reviewing and approving change proposals/orders, developing scope of work, and inspecting ongoing and completed projects. Prepares and/or reviews all maintenance reports, project agreements, contracts and other administrative documents within the sector.
10%	EQUIPMENT MANAGEMENT Determines the equipment needs of the sector. Budgets for repair and replacement of equipment. Ensures equipment is properly inspected, operated, and maintained. Coordinates within and outside the District for use of loaned equipment as needed. Manages vehicle and vessel fleet to ensure proper maintenance and repair, develops regular maintenance schedule, coordinates with the DGS automotive inspector, manages use of vehicles and survey of non-operation and/or unused vehicles, and ensures input of monthly Vehicle Usage Reports in Maximo. Functions as sector property custodian ensuring property is properly handled, labelled, inputted and/or removed from the Maximo State Property System.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	RESOURCE AND REAL PROPERTY MANAGEMENT Coordinates with the District's Environmental Scientists, participates in efforts directed toward visitor impact, erosion control and resource protection. Plans, organizes, and directs insect and vector control programs. Conducts approved vegetation management and manipulation. Prepares and reviews California Environment Quality Act (CEQA) documentation for all appropriate projects. Ensures CEQA and permit requirements are met on specific projects and 5024 process is properly utilized when performing maintenance on historic structures. Maintains boundary signage and advises the Sector or District Superintendent of any threats to park lands.
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	
Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Involves some exposure to hazards or physical tasks, which require following basic safety precautions. Outdoor work is common. Typical work activities involve frequent and prolonged periods of standing and walking.	
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.

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