



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Park Maintenance Chief I	549-741-6232-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Luis Obispo Coast District	Park Maintenance Chief I	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Coastal Sector	Morro Bay Sector Office	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing may be required		Park Maintenance Chief III

SENSITIVE POSITION DESIGNATION (Check if applicable)

Sensitive Position as designated by the Department per [California Code of Regulation \(CCR\) 599.961](#)

POSITION DESCRIPTION

This position works under the general direction of the Park Maintenance Chief III. The Park Maintenance Chief I has the authority and responsibility to plan, supervise and direct the overall maintenance program within The San Luis Obispo Coast District Coastal Sector. This position manages the daily housekeeping, facility maintenance, grounds maintenance, equipment management, auto-shop management, warehouse 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 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 Chief I works directly with District, Headquarters staff and is responsible to keep District management informed of progress on projects, controversial or sensitive issues and the overall status of the program. The reporting location for this position is the San Luis Obispo Coast District Sector Office. This position will require regular travel between District Offices located in San Simeon, CA and the Coastal Sector reporting location in Morro Bay, CA.

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%	<p>SUPERVISION</p> <p>Plan, supervise and direct the overall maintenance program within the Coastal Sector of the District. Supervise maintenance staff and special program crews. Participate and coordinates recruitment activities and balanced interviews to select staff. 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. Assign and review the work of subordinates 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. Manage major projects for the Coastal Sector in all facilities areas. Coordinate and supervise contracts including onsite supervision of work being completed by third parties.</p>
30%	<p>ADMINISTRATION</p> <p>Prepare, review and submit for approval, program maintenance, auto-shop, warehouse, equipment and special funding budgets and operational plans. Monitor expenditures of allocations, ensuring compliance with all policies, rules and regulations. Prepare contract</p>

	specifications and other documents necessary for approval of service and public works contracts. Prepare service agreements, public works agreements, purchase agreements, and other documents used to purchase supplies and receive services. Review and approve requests for maintenance expenditures. Monitor contract compliance at all levels. Review contract language for project evaluations providing compliance to natural and cultural resource policy.	
25%	FACILITIES MAINTENANCE 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. Oversee auto-shop operations and warehouse operations within the district. Monitors and inspects grounds and facilities for compliance to all health department and CalOSHA standards. Ensures compliance with CEQA 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.	
10%	EQUIPMENT MANAGEMENT Reviews priorities for equipment repair, replacement and utilization. Coordinates budgets and adheres to timelines for schedule 9. Oversees day to day inventory and needs for auto-shop. Assures the District 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.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
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		
Typical work activities may involve frequent and prolonged periods of standing and walking. May have moderate exposure to dirt, dust, fumes, unpleasant odors and/or loud noises.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Must be at least 18 years of age, possess a valid Class C Driver's License and maintain a good driving record. Must purchase and wear prescribed DPR uniform and adhere to grooming standards. Smoking is not allowed in State buildings or vehicles. Limit of personal cell phone use while on duty.		
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