



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Facilities & Development Program	Park Maintenance Chief I	549-802-6232-005
DISTRICT/HQ SECTION	WORKING TITLE	CBID
District Facilities Management	Park Maintenance Chief I	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Statewide Crews Program/802	Statewide Crews Office McClellan	
STATE HOUSING: (Check one) ☐ Housing is required ☐ Housing may be required ☒ Housing is not available		IMMEDIATE SUPERVISOR Sr. Park and Recreation Specialist
SENSITIVE POSITION DESIGNATION: (Check if applicable) ☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION Under the general direction of the Sr. Park and Recreation Specialist of the District Facilities Management Statewide Crews Program, the Park Maintenance Chief I (PMC I) serves as a first-level supervisor responsible for the management of the departmental Statewide Heavy Equipment program		
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%	Program Administration Monitor and comply with goals, policies, regulatory guidelines, organization, and procedures of the department as related to the maintenance of roads; management problem-solving methods, field research methods, and investigations of procedural violations. Receive, evaluate, and submit project agreements, contract specifications, prescriptions, cost estimates for the development of project work Prepare and review all purchase documents related to project expenditures including P Card, Purchase Orders, and One-Time Service Agreements. Verifies and tracks expenditures and program budget and proposes data-driven budgets for annual allocations. Review deferred maintenance projects and participate in allocations, inspections, and close-out of selected roads projects. reviews departmental policies and guiding/planning documents related to roads. Assess and provide recommendations for repair and reengineering of roads. Assist on expertise for heavy equipment specifications.	
25%	Project Development and Implementation Assists with the management, supervision, coordination and implementation of statewide road projects and maintenance. Coordinates response and provides recommendations for storm and fire damage preventative measures and rehabilitation work. Develops yearly and multi-year project schedules, reviews project requests from districts and other Headquarters Divisions (including Natural and Cultural Resources Divisions). Pre-fields, plans, and prepare prescriptions and cost estimates for proposed road reengineering projects. Provide the appropriate recommendations of work, time estimates, material estimates, and equipment and tool needs. Assists with scope of work documents for contracts, monitors and inspect work to ensure contract compliance to departmental standards. Works independently and supervises lower-level permanent and seasonal employees who perform road maintenance; road re-engineering, construction, or removal projects; vehicle bridge replacement, installation, and construction.	

25%	Employee Training and Supervision Supervises staff, monitors scheduled projects for timelines, work quality, logistical support needs, and develops performance evaluations, training opportunities, career development and support advocacy of assigned staff. Stays familiar with and abides by the contract for Bargaining Unit 12. Coordinates the activities of work crews, including contractors and state park labor crews. Evaluates individual projects, monitoring timeliness, work quality, and logistical support needs. Ensures the Department of Parks and Recreation and outside agency work crews and public works contractors have the complex skills necessary to complete assigned projects. Coordinates, manages and participates in the development and delivery of roads and heavy equipment training for departmental staff. Facilitate and coordinate civil-service exams for the State Park Equipment Operator classification. Serve as subject-matter expert on hiring committees for related/relevant classifications. Support districts with equipment and maintenance or project support. Schedules and coordinates equipment allocations for assorted facilities projects, fuels management, emergency response, and post-event repairs. Assign or coordinate staff and interagency work crews performing skilled and semi-skilled tasks, utilizing a wide variety of construction and maintenance tools and equipment to complete assigned projects.
10%	Program/Departmental Support Provides periodic reports and schedules to the core team to ensure accountability and program coherence. Ensure that departmental equipment, maintenance, fleet, property, and policies are followed throughout the districts and at headquarters. Provides guidance and oversight to ensure that all equipment is maintained in a safe, operable, responsible, and/or clean condition. Analyzes and reports on equipment utilization data, participates in annual roads budget allocations. Collaborates with district maintenance chiefs, department equipment manager, and mechanical engineers to assist in the preparation of Fleet Acquisition Plan; provides equipment specifications, reviews purchase contracts, and inspects received items for contract compliance. Uses blueprints, work plans, and specifications to accomplish required work. Assures that all facility construction and repair work meet applicable standards and codes.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Equipment Management Responsible for management of equipment assigned to the Statewide Fleet: heavy-duty vehicles (on-road fleet assets), mechanized equipment, and heavy equipment. Manages the maintenance records/inspections (including BIT inspections and CARB-CTC mandates) and enforces safety precautions, regulations and standard procedures relating to vehicle and equipment operation.
5%	Performs other job-related duties as necessary for operational continuity. Other job-related duties as assigned and necessary for operational continuity. Attends staff meetings and trainings and prepares administrative paperwork to meet operational needs. Prepares written reports and guidance documents; responds to correspondence, provides other services as assigned to support District Facilities Management goals and objective.
TYPICAL WORKING CONDITIONS	
Daily and frequent use of personal computer and a variety of office software applications at a workstation; sit in a normal seated position for extended periods of time. Work environment will have moderate exposure to extreme weather conditions, such as extreme temperatures and unusual weather, dust fumes, unpleasant odors, and/or loud noises, may involve some exposure to aggressive visitors; will work outside of office in a park setting and walk on uneven ground; may lift up to 40 lbs.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
Possession of a valid California Class A or B driver's license within six months of appointment. This position will be subject to the Federal Drug and Alcohol Testing Program. Field work, overnight travel, and spike camp stays 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