



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field	Park Maintenance Chief I	549-648-6232-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Buttes District	Park Maintenance Chief I	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Clear Lake Sector	Clear Lake State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		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 operates under the general direction of the Park Maintenance Chief III (PMC III). Headquartered at the Clear Lake Sector Maintenance Shop, Kelseyville, Ca, the Park Maintenance Chief I (PMC I) is the primary administrator for the sector's facility and maintenance programs. The incumbent is responsible for the stewardship of Clear Lake State Park—a high-density recreational hub with 146 campsites and significant maritime infrastructure—and Anderson Marsh State Historic Park, which requires specialized preservation of 19th-century ranch structures and hundreds of acres of nature preserve. As a key member of the Northern Buttes District leadership team, the PMC I is expected to champion a culture of teamwork and mutual support. The incumbent may be tasked with assisting other park units and sectors within the District to ensure the broader maintenance program is successful. This includes the strategic sharing of staff, specialized equipment, and technical expertise to address district-wide priorities, emergency repairs, or large-scale projects, ensuring operational continuity across all units.		
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	
40%	Maintenance Programs and Project Management Plans, coordinates, and evaluates the Sector Maintenance Program. Coordinates performing inspection of facilities, systems and roads as identified in published guidelines and the department's MAXIMO program. Monitors and ensures completion of scheduled maintenance of facilities, systems and roads as identified to the department's MAXIMO program. Completes and reviews environmental and health reports, forms, permits, inspections, tests and surveys required by State or local agencies. Responds to service requests or emergencies as submitted through established sector notification process. Expected to participate fully in departmental workshops, meetings and training. Coordinates annual maintenance services projects in accordance with the district operations plan, district and departmental policies, rules and directives keeping the sector Superintendent apprised of all activities on a timely manner.	
35%	Leadership, Supervision, and Mentorship Provides visionary leadership and daily supervision for permanent maintenance staff, seasonal staff, inmate crews, and volunteers. Acts as a mentor to maintenance personnel, identifying individual strengths and cultivating technical skill development in trades such as masonry, carpentry, and electrical work. Implement employee development measures including proactive	

	coaching, counseling, and performance appraisals. Fosters a culture of professional excellence and stewardship, ensuring staff are engaged in the mission of the Department. Recruits, hires, and trains staff while maintaining a harassment-free work environment in alignment with Equal Employment Opportunity (EEO) guidelines. Cultivates an environment where resources and knowledge are shared across the Northern Buttes District to solve complex maintenance challenges.
15%	Administration Determines budgetary needs for programs and specific projects related to the sector, including but not limited to the ongoing and deferred maintenance programs. Develop and monitor spending plans and other budgetary requests. Prepares and approves purchase documents. Updates, maintains, evaluates and monitors facility inventories, maintenance records, schedules, guidelines, checklists and maintains standards. Responsible for the sector's State equipment and property management program and ensure records are current, accurate and maintained in MAXIMO. Reads and prepares correspondence, reports, and other technical material related to facility maintenance, vehicles, vessels, equipment, specialized systems, roads, trails and property. Attends and participates in monthly district and sector meetings and annual All Staff Meeting; meets regularly with sector Maintenance Chiefs. Ensures the timely processing of all personnel documents and timesheets and works effectively with administrative staff to ensure departmental compliance. Documents training and safety meetings as required by applicable laws, rules and regulations and communicate information to all affected parties. Keeps district staff informed in a timely manner regarding updates on policies, permitting rule requirements, operational changes, and other licensing requirements as it pertains to the facility management program. Utilize district staff to develop and maintain programs through the California Department of Corrections and Rehabilitation, California Conservation Corps, and California Department of Forestry and Fire with organizations for the protection of park resources which includes fire training, fuel hazard reduction; and inspecting park facilities for potential fire hazards.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Facility, Equipment and Resource Management Work with sector staff, technical services, supervisors and managers to ensure that all equipment is maintained in a safe, clean, presentable, and functional condition so that it may be used for its' intended purpose for an optimum service period. Support a comprehensive equipment maintenance program to include service schedules, and monitoring of all sector equipment and vehicles. Plans, organizes, schedules, and reviews maintenance and housekeeping activities in the sector. Provides input regarding the protection and preservation of natural, cultural, and historical resources within the sector relating to the maintenance program to ensure California Environmental Quality Act (CEQA) compliance in all aspects of project. Adheres to CEQA, Americans with Disabilities Act, and 5024 requirements.
5%	May be called on during off-duty hours to respond to emergencies to keep facilities, systems and roads operational – must respond to service requests in a timely manner to achieve project/service resolution. In the short-term absence of a District Maintenance Chief, may perform a variety of duties to maintain the work performance of staff following existing policies, processes and procedures. Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training courses and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
Outdoor work is common. The incumbent's work will involve moderate exposure to a full range of environmental conditions, varying terrain, unusual elements and inclement weather. This includes extreme temperatures; cold, windy, wet and muddy conditions; hot, dry, muggy or unpleasant conditions; exposure to dirt, dust, fumes, smoke, unpleasant odors and loud noises. This will require the incumbent to work in old/abandoned structures; around sewage and trash; along lakes, creek banks, wetlands, rocks, brush and in remote locations.	

Typical work activities involve frequent and prolonged periods of standing and walking. Considerable physical activity is common and a primary part of the job. The position requires heavy physical work; heavy lifting, pushing or pulling of objects up to 60 pounds. The incumbent will use their hands and power tools applicable to the position and as necessary to complete various tasks. May entail muscular strain, including walking, standing, stooping, sitting, kneeling, squatting, bending, twisting, lifting, carrying and reaching on uneven and slippery surfaces. The incumbent must have the ability to climb stairs/inclines, walk or traverse even and uneven terrain for extended or prolonged periods of time, and walk on variable surfaces. Requires the use of safety equipment such as hard hats, safety glass, safety boots, gloves, ear protection and respirators.

The work environment involves some exposure to hazards or physical risks, which require following basic safety precautions, listening effectively, following instructions and the ability to perceive hazards to the public, structures and exhibits to ensure safety while complying with Department policy, demonstrating adaptability and effectively communicating.

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 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