



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Supervisor	549-696-6229-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	Park Maintenance Supervisor	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	Folsom Lake SRA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Park Maintenance Chief I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The Park Maintenance Supervisor has responsibility for field supervision and day-to-day operations of the maintenance program for the Folsom Lake State Recreation Area and Folsom Powerhouse State Historic Park. The reporting location for this position is the Folsom Sector Office located in Folsom California.		
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	
35%	SUPERVISION Assists in planning, organizing, directing, and evaluating maintenance functions and related activities to achieve Sector goals and objectives. Provides first-level field supervision and is responsible for scheduling, assigning, and overseeing the work of permanent and seasonal maintenance personnel. Oversees maintenance-related programs and activities within the Sector to ensure work is completed safely, efficiently, and in accordance with Department policies and operational priorities. Serves as the primary liaison and coordinates maintenance activities with partner agencies and organizations, including CalFIRE and the California Conservation Corps (CCC), in support of approved maintenance projects. Promotes employee development by providing training, coaching, performance feedback, Reports of Performance, and Individual Development Plans (IDPs). Assists with the recruitment, selection, onboarding, and training of maintenance staff, ensuring hiring practices support the Department's Equal Employment Opportunity (EEO) objectives and comply with applicable policies and procedures.	
30%	MAINTENANCE Supervises the overall field maintenance program and assigned Sector maintenance staff. Provides technical guidance and performs skilled trades work, as needed, to maintain buildings, grounds, roads, utilities, trails, and other park facilities and structures. Communicates regularly with the Sector Maintenance Chief to provide updates on the status and progress of field maintenance projects, operational priorities, and resource needs. Provides Sector input for the District's maintenance program in accordance with Department policies and procedures. Assists with the annual review and update of maintenance program records to ensure facility inventories, maintenance priorities, and cost estimates remain accurate and current.	
20%	ADMINISTRATION Assists in preparing the District's maintenance budget by recommending Category I, Deferred Maintenance, Roads, and Equipment project priorities. Prepares correspondence and maintains a working knowledge of Department policies, procedures, directives, and strategic initiatives to	

	ensure compliance with established requirements. Coordinates with District Administrative staff to prepare purchasing documents for review by the Sector Maintenance Chief, ensuring proper purchasing methods are used. Purchases supplies and materials for the Sector and maintains working knowledge of State Contracts, California Multiple Award Schedules (CMAS), State Stores, and Cal-Card purchasing procedures. Participates in required training and implements the Illness and Injury Prevention Program (IIPP) for assigned Sector maintenance staff. Serves as a member of the Sector Safety Committee and ensures assigned employees attend required Tailgate Safety Meetings and comply with Division of Occupational Safety and Health (Cal/OSHA) safety requirements. Administers the Sector's Computerized Asset Management Program (CAMP)/Maximo system by reviewing job plans, preventive maintenance schedules, and work orders to ensure records are accurate, current, and complete. Ensures vehicle usage and mileage information is accurately documented and entered into the Vehicle Usage Report.
10%	EQUIPMENT & HOUSEKEEPING Assists with the Sector's equipment maintenance program by ensuring preventive maintenance schedules are followed for assigned vehicles and equipment. Ensures equipment is maintained in a safe, clean, serviceable, and operational condition to maximize reliability, extend service life, and support operational needs. Maintains accountability for Sector property by ensuring equipment is properly identified, inventoried, and documented in accordance with Department policies and procedures. Coordinates with the District Property Clerk to add newly acquired equipment to the property system, survey excess or obsolete equipment, process equipment transfers, and ensure the proper disposal of surveyed property. Conducts and verifies regular inventories of accountable property to ensure accurate records and compliance with Departmental policies and procedures. Directly supervises the Sector housekeeping program and assigned housekeeping staff by scheduling work assignments and ensuring routine cleaning and maintenance of historic structures, public restrooms, picnic areas, campgrounds, offices, and other park facilities are completed in accordance with Department standards for cleanliness, safety, and visitor service.
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 working conditions consist of both in-office and field duties. May be exposed to extreme weather elements, rattlesnakes and poison oak.	
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