



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Park Maintenance Supervisor	549-716-6229-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Santa Cruz District	Park Maintenance Supervisor	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Santa Cruz Mountains Sector	Henry Cowell Redwoods SP	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☒ Housing is required ☐ Housing may be required ☐ Housing is not available		Park Maintenance Chief II
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 Park Maintenance Chief II, the Park Maintenance Supervisor will supervise, plan and direct the daily operations of the Facility Maintenance program for Henry Cowell Redwoods SP and is responsible for the Santa Cruz District Equipment program. The PMS will assist with budgeting, spending and tracking of Cat 1 monies, housing allocations, seasonal allocations and contingency fund accounts. Supervisor will also work collaboratively with other program areas and cooperating agencies, The reporting location for this position is the Maintenance Shop office at Henry Cowell Redwoods State Park, Felton, CA, but can be required to work anywhere within the SCMS.		
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 Plan, schedule, and coordinate the maintenance, housing and repair projects for facilities at Henry Cowell Redwoods SP. Attend and participate in Sector staff meetings. Plan, schedule, and conduct staff meetings as necessary. Provide liaison with contractors, vendors, special interest groups, and governmental agencies. Maintain detailed schedules for the maintenance programs assuring all commitments are met and no singular location takes precedence. Provide guidance, counsel, evaluate employees, and take corrective action for subordinate personnel. Provide input and supervision regarding maintenance volunteer programs and projects. Interact and work collaboratively with other Sector supervisors and other core program areas on projects. Reviews all unit timesheets and submits to District office. Provide training in proper operation and management of equipment as necessary.	
25%	ADMINISTRATION Provide guidance to subordinate personnel relative to training opportunities. Assure that all administrative documents are completely prepared, accurate, and submitted in a timely manner. Assist the Sector Maintenance Chief with budgets and related workload. Makes purchases and tracks expenses as necessary. Coordinate timely input into MAXIMO, FISCAL, and other database programs as needed. Provide maintenance information to the public/press as directed by management staff and department policies. Administer Standard Agreements, Public Works Contracts, Interagency Agreements, in carrying out the Sector maintenance program. Prepares Agreements for Services and specifications for public work contracts as assigned. Prepares Project Evaluation Forms (PEF's). Assure compliance with the California Environmental Quality Act (CEQA).	

25%	EQUIPMENT MAINTENANCE AND OPERATION Ensure that all tools and equipment utilized by maintenance crews are clean, well maintained, and utilized for their intended purposes. Assure that all vehicles/equipment are maintained as per department policy. Develop and adhere to a strict schedule for maintenance on the District's fleet of equipment. Ensure that erosion, visitor impact, and vector control are performed in accordance with District and Departmental policy. Provide input on resource protection and maintenance.	
15%	SAFETY/TRAINING Ensure that all maintenance employees are adequately trained to perform the duties assigned to them. Schedule and assist in conducting bi-weekly safety and accident prevention meetings. Assist in reviewing and take corrective action when needed to prevent future accidents. Follow all applicable hazardous material rules, regulations, policies and Safety Data Sheets (SDS). Assist in the training of employees in the District Injury and Illness Prevention Program (IIPP) and Heat Illness Prevention Plan (HIPP). Use and ensure other employees use the proper safety equipment while working or operating equipment and vehicles. Schedule, plan and coordinate specialized training for District equipment program and proper staff use.	
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		
Work environment is an office setting, using computer, telephone, and other business equipment. Must meet many deadlines within short timeframes. Must be flexible in task.		
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. Read, understand, follow, disseminate and enforce policies, practices and procedures set forth by the State, Department and District. Understand written and verbal instructions. Add, subtract, multiply, and divide to perform mathematical functions required to produce accurate reports. Ability to switch from one project or assignment to another. Ability to understand and be understood in written and oral communications.		
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