



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Park Maintenance Chief II	549-649-6535-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Buttes District	Lake Oroville Maintenance Chief	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Lake Oroville Sector	400 Glen Drive, Oroville, Ca 95966	
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		
Under the general direction of the Park Maintenance Chief III, the Park Maintenance Chief II (PMC II) directly manages and administers all programmatic aspects of the sector facility program and ensures compliance with all associated policies and regulations. Responsible for oversight of the sector MAXIMO program and works in cooperation with the sector Superintendent in identifying sector maintenance priorities and works with the Northern Buttes District Maintenance Chief to achieve these goals. Acts as sector liaison with all agencies that regulate or impact the facility management functions. This position provides programmatic development and on-going support for all essential sector facility programs and is responsible for ongoing maintenance, deferred maintenance, roads and trails, equipment, and other project related funds. The reporting location for this position is Lake Oroville State Recreation Area, District Maintenance Office located at 400 Glen Drive, Oroville CA and may be assigned to work at other locations throughout the district as needed. The normal work hours are from 7:30AM to 4:00PM, Monday through Friday, with varying shifts on holidays, weekends and during special events.		
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 With Sector Managers, plans, coordinates, and evaluates the District 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 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. Participate 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%	Supervision and Leadership Provides daily supervision of assigned personnel including permanent maintenance staff, seasonal staff, inmate crews and volunteers. Recruits, hires, trains, evaluates, and disciplines sector maintenance employees. As assigned, provide direct supervision for staff and/or projects,	

	prepare information for safety meetings, and attend various meetings. Implements employee development measures including training, counseling, performance appraisals, and updating annual development plans. Follows equal employment opportunity guidelines and provides a harassment-free work environment for all employees and volunteers.
10%	Administration Determines budgetary needs and strategic oversight for programs and specific projects related to the District Maintenance Program, including but not limited to the ongoing and deferred maintenance programs and long-term planning. Develop and monitor spending plans and other budgetary requests. Prepares, approves, and plans purchase documents. Communicate and justify budgetary needs to upward management. 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. Attend and participate in monthly district and sector meetings and annual All Staff Meetings and 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 California Department of Corrections and Rehabilitation, California Conservation Corps, California Department of Forestry and Fire Protection and organizations for the protection of park resources which includes fire training, fuel hazard reduction; and inspecting park facilities for potential fire hazards.
10%	Facility, Equipment and Resource Management Working with sector Superintendent, 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. Supports 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 CEQA compliance in all aspects of project. Adheres to California Environmental Quality Act, Americans with Disabilities Act and 5024 requirements.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	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. May be called on during off- duty hours to respond to emergencies to keep facilities, systems, and roads operational. 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.
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, brushes 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 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. Willing to work on weekends, holidays and at irregular hours as needed. This position may travel to work at within all park units in the Sector and occasionally within the district.

Be willing to work on weekends, holidays and at irregular hours as needed

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



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Park Maintenance Chief I	549-649-6232-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Buttes District	Lake Oroville Maintenance Chief	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Lake Oroville Sector	400 Glen Drive, Oroville, Ca 95966	
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		
Under the general direction of the Park Maintenance Chief III, the Park Maintenance Chief I (PMC I) directly manages and administers all programmatic aspects of the sector facility program and ensures compliance with all associated policies and regulations. Oversees sector MAXIMO program, works in cooperation with the Superintendent in identifying sector maintenance priorities and works with the Northern Buttes District Maintenance Chief to achieve these goals. Acts as sector liaison with all agencies that regulate or impact the facility management functions. The PMC I provides programmatic development and on-going support for all essential sector facility programs. The PMC I has responsibility for ongoing maintenance, deferred maintenance, roads and trails, equipment, and other project related funds. The incumbent may be assigned to work at other locations throughout the district as needed. The reporting location is the District Maintenance Office located in the shop building/maintenance area, located at 400 Glen Drive, Oroville CA 95966. The normal work hours are from 7:30AM to 4:00PM, Monday through Friday, with varying shifts on holidays, weekends and during special events.		
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 <u>S</u> ector 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. Participate 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%	Supervision Provides daily supervision of assigned personnel including permanent maintenance staff, seasonal staff, inmate crews and volunteers. Recruits, hires, trains, evaluation, and disciplines sector maintenance employees. As assigned, provide direct supervision for staff and/or projects,	

	prepare information for safety meetings, and attend various meetings. Implementation of employee development measures including training, counseling; performance appraisals and updating annual development plans. Follows equal employment opportunity guidelines and provides a harassment-free work environment for all employees and volunteers.
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 time sheets 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 California Department of Corrections and Rehabilitation, California Conservation Corps, California Department of Forestry and Fire Protection and 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%	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.
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	
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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.

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