



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Chief III	549-690-9918-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	District Maintenance Chief	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	Gold Fields Distirct	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		District Superintendent II
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 Chief III works under the general direction of the District Superintendent. The incumbent is responsible for the supervision and delegated management of the District Maintenance Program. The reporting location for this position is the District Office located in Folsom.		
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	
20%	MANAGEMENT AND SUPERVISION: Plans, directs, coordinates and evaluates the District's Maintenance Program. Consults and advises the District Superintendent. Coordinates Maintenance Services activities with the District Superintendent and other Districts and Agencies as necessary to carry out the function of the Maintenance Services Section. Establishes District maintenance priorities, goals, and strategies to address varied and complex program needs. Inspects, reviews and continually evaluates the District's Maintenance Program to assure goal, function and policy compliance. Updates programs as necessary to meet changing needs, requirements and District objectives. Maintains liaison with other departmental staff to coordinate and carry out required maintenance programs. Demonstrates standards of leadership and professional conduct in supervision, personnel administration and community contacts. Directs and guides reporting supervisors responsible for maintenance operations. Reviews and/or implements work schedules and leave requests to ensure adequate personnel are available to meet the needs of the maintenance function. Monitors work in progress and evaluate employee performance. Counsels employees on career development. Prepares annual evaluations for employees Maintains current knowledge of applicable labor contracts. Participates in resolution of grievances. Maintains effective liaison with employee organizations, job stewards, representatives and the Department's Labor Relations Section. Ensures that disciplinary actions and corrective measures are recommended and executed in accordance with Department guidelines. Monitors maintenance staff for compliance with the Department's uniform and personal appearance standards. Analyzes visitors' and employee safety problems and participates in employee training. Conducts staff meetings. Supervises and coordinates special projects with assistance from volunteers and/or agencies.	
20%	FACILITY MAINTENANCE: Supervises and directs facility maintenance operations and establishes priorities to address complex operational and program needs. Ensure that facilities are maintained in a safe, attractive and functional condition. Conducts annual inspection of all facilities. Reviews, plans,	

	schedules and establishes procedures that will ensure a high standard of maintenance to all buildings, grounds, trails, roads, parking lots and spurs, day use areas, miscellaneous structures, systems such as sewer, electrical, water and propane. Ensures particular attention is given to historic structures to maintain and preserve historic buildings and artifacts as accurately as possible. Keeps current on methods, materials, tools and equipment used in maintenance. Ensure that all reported difficulties, hazards, malfunctions and needed repairs are corrected in a timely manner. Coordinates funds, person-power, materials and equipment to make sure that the district's identified maintenance needs are met with a minimum of lost time and materials. Maintains workable knowledge of various building industrial safety codes. Applies knowledge of construction methods, including carpentry, plumbing, electrical (110 volt through 440 volt), masonry, painting, welding, restoration, and stabilization. Trains others on methods of construction, repair and maintenance of facilities.
15%	EQUIPMENT MAINTENANCE / FACILITY HOUSEKEEPING: Supervises and directs the district's equipment maintenance program and maintenance of heavy equipment. Reviews, plans, schedules and establishes procedures that will ensure a high standard of maintenance and repair to automotive vehicles and miscellaneous powered tools and equipment. Monitors District's safety and repair inspection procedures. Evaluates equipment needs and establishes priorities for replacement and allocation based on operational demands and available resources. Supervises security, storage and inventory of maintenance equipment, including safety precautions and standard operating procedures relating to vehicle and equipment operation. Assigns Maintenance Services vehicles and other equipment as needed throughout the district. Ensures that employees are instructed and trained in the safe operation of tools and equipment. Reviews, plans, schedules and establishes procedures ensuring a high standard of cleanliness of all buildings, refuse disposal, litter cleanup, day use areas, road shoulders, parking lots, trails and all related facilities. Ensure that all facilities are maintained in a safe, attractive and functional condition. Maintains current knowledge of housekeeping methods, materials, tools, and equipment, including their safe and proper use. Ensures that maintenance personnel are trained in performing housekeeping duties to standard.
15%	MANAGEMENT OF DISTRICTWIDE HEAVY EQUIPMENT PROGRAM: Provides management oversight of the Districtwide Heavy Equipment Program and establishes priorities for the use and allocation of District heavy equipment. Maintains liaison with other District Supervisors, Engineers and other staff specialists for annual maintenance projects, emergency storm repairs, minor capital outlay projects, and other special projects requiring heavy equipment. Schedules repairs for transports, trailers, light and heavy dozers, grader, tractors, compressor, dump trucks, road patching equipment, chipper and other equipment following fleet administration procedures. Coordinates rental of necessary equipment from other state agencies and private contractors. Schedules Region transports to move other District's equipment, including lumber, camp furniture, restrooms, down vehicles, and road repair materials. Coordinates the loaning of District equipment to other Districts. Determines Districtwide equipment needs and establishes priorities for the replacement and allocation of heavy equipment based on operational needs and available resources.
15%	ADMINISTRATION Participates in the development of the district's maintenance and equipment budgets, plans, prospective uses and programs to provide efficient and effective utilization of the district's resources to meet the Department's objective of providing quality services and park experience to the visitor. Prepare budget documents including Category I, Category II, equipment, pesticides and hazardous materials. Prepares District's Maintenance BCP's. Assesses and updates the District's Operations Plan and objectives based on current workload and program needs. Ensure that budgeted limitations on maintenance projects are not exceeded. Initiates, identifies and implements cost saving measures. Prepares and administers maintenance contracts and monitors contract compliance. Controls expenditure of budgeted funds and maintenance operating accounts, including seasonal funds. Ensures maintenance supplies, materials, and

	tools are ordered and available as needed. Provides complete staff work including reports and other paperwork necessary to facilitate the smooth operation of the District Maintenance Program. Identifies, recommends, and coordinates training needs of Maintenance Services staff based on individual Career Development Plan and Department/District need. Gives and participates in both in-service and out-service training. Provides orientation for new employees.	
10%	RESOURCE & REAL PROPERTY MANAGEMENT: Knowledgeable in Department and District policies and goals related to resource management. Analyzes complex resource management problems and determines appropriate corrective actions. Conceptualizes and undertakes projects needed to mitigate human erosion, vandalism or other degradation of natural resources. Manage resource projects including fire suppression, fire clearance, and hazardous tree removal. Assures that maintenance projects and contracted work do not impact natural resources or are otherwise mitigated. Maintains knowledge of reporting and treatment policies related to hazardous trees, insect infestations, plant diseases, noxious and exotic plants, vector control, and pesticide use. Assists in preparation of District's Resource Management Budget. Consults real property records to ensure maintenance projects and contract work comply with ownership records, deed restrictions, lease provisions, property easements, and other applicable requirements. .	
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		
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	Park Maintenance Chief II	549-690-6535-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	District Maintenance Chief	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	Gold Fields District	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		District Superintendent II
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 Chief II works under the general direction of the District Superintendent. The incumbent is responsible for the supervision and delegated management of the District Maintenance Program. The reporting location for this position is the District Office located in Folsom.		
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	
20%	MANAGEMENT AND SUPERVISION: Plans, directs, coordinates and evaluates the District's Maintenance Program. Consults and advises the District Superintendent. Coordinates Maintenance Services activities with the District Superintendent and other Districts and Agencies as necessary to carry out the function of the Maintenance Services Section. Identifies management objectives and priorities related to maintenance. Inspects, reviews and continually evaluates the District's Maintenance Program to assure goal, function and policy compliance. Updates programs as necessary to meet changing needs, requirements and District objectives. Maintains liaison with other departmental staff to coordinate and carry out required maintenance programs. Demonstrates standards of leadership and professional conduct in supervision, personnel administration and community contacts. Provides guidance and counseling to employees. Reviews and/or implements work schedules and leave requests to ensure adequate personnel are available to meet the needs of the maintenance function. Monitors work in progress and evaluates employee performance. Counsels employees on career development. Prepares annual evaluations for employees. Maintains current knowledge of applicable labor contracts. Participates in resolution of grievances. Maintains effective liaison with employee organizations, job stewards, representatives and the Department's Labor Relations Section. Ensures that disciplinary actions and corrective measures are recommended and executed in accordance with Department guidelines. Monitors maintenance staff for compliance with the Department's uniform and personal appearance standards. Analyzes visitor and employee safety problems and participates in employee training. Conducts staff meetings. Supervises and coordinates special projects with assistance from volunteers and/or agencies.	
20%	FACILITY MAINTENANCE: Supervises and directs the district facility Maintenance Program. Ensures that facilities are maintained in a safe, attractive and functional condition. Conducts annual inspection of all facilities. Reviews, plans, schedules and establishes procedures that will ensure a high standard	

	of maintenance to all buildings, grounds, trails, roads, parking lots and spurs, day use areas, miscellaneous structures, systems such as sewer, electrical, water and propane. Ensures particular attention is given to historic structures to maintain and preserve historic buildings and artifacts as accurately as possible. Keeps current on methods, materials, tools and equipment used in maintenance. Ensure that all reported difficulties, hazards, malfunctions and needed repairs are corrected in a timely manner. Coordinates funds, person-power, materials and equipment to make sure that the district's identified maintenance needs are met with a minimum of lost time and materials. Maintains workable knowledge of various building industrial safety codes. Applies knowledge of construction methods, including carpentry, plumbing, electrical (110 volt through 440 volt), masonry, painting, welding, restoration, and stabilization. Reads and maintains blueprints. Trains others on methods of construction, repair and maintenance of facilities.
15%	EQUIPMENT MAINTENANCE / FACILITY HOUSEKEEPING: Supervises and directs the district's equipment maintenance program and maintenance of heavy equipment. Reviews, plans, schedules and establishes procedures that will ensure a high standard of maintenance and repair to automotive vehicles and miscellaneous powered tools and equipment. Monitors District's safety and repair inspection procedures. Identifies and recommends the need for new and/or replacement equipment. Supervises security, storage and inventory of maintenance equipment, including safety precautions and standard operating procedures relating to vehicle and equipment operation. Assigns Maintenance Services vehicles and other equipment as needed throughout the district. Ensures that employees are instructed and trained in the safe operation of tools and equipment. Reviews, plans, schedules and establishes procedures ensuring a high standard of cleanliness of all buildings, refuse disposal, litter cleanup, day use areas, road shoulders, parking lots, trails and all related facilities. Ensure that all facilities are maintained in a safe, attractive and functional condition. Maintains current knowledge of housekeeping methods, materials, tools, and equipment, including their safe and proper use. Ensures that maintenance personnel are trained in performing housekeeping duties to standard.
15%	MANAGEMENT OF DISTRICTWIDE HEAVY EQUIPMENT PROGRAM: Coordinates and schedules use of District heavy equipment. Maintains liaison with other District Supervisors, Engineers and other staff specialists for annual maintenance projects, emergency storm repairs, minor capital outlay projects, and other special projects requiring heavy equipment. Schedules repairs to transports, trailers, light and heavy dozers, grader, tractors, compressor, dump trucks, road patching equipment, chipper and other equipment following fleet administration procedures. Coordinates rental of necessary equipment from other state agencies and private contractors. Schedules Region transports to move other District's equipment, including lumber, camp furniture, restrooms, down vehicles, and road repair materials. Coordinates the loaning of District equipment to other Districts. Identifies and recommends the need for new and/or replacement equipment.
15%	ADMINISTRATION Participates in the development of the district's maintenance and equipment budgets, plans, prospective uses and programs to provide efficient and effective utilization of the district's resources to meet the Department's objective of providing quality services and park experience to the visitor. Prepare budget documents including Category I, Category II, equipment, pesticides and hazardous materials. Prepares District's Maintenance BCP's. Participates in reviewing and updating the District's Operations Plan and objectives to reflect the current workload status yearly. Ensure that budgeted limitations on maintenance projects are not exceeded. Initiates, identifies and implements cost saving measures. Prepares and administers maintenance contracts and monitors contract compliance. Controls expenditure of budgeted funds and maintenance operating accounts, including seasonal funds. Ensures maintenance supplies, materials, and tools are ordered and available as needed. Provides complete staff work including reports and other paperwork necessary to facilitate the smooth operation of the District Maintenance Program. Identifies, recommends, and coordinates training needs of Maintenance Services staff based on individual Career Development Plan and Department/District need.

	Gives and participates in both in-service and out-service training. Provides orientation for new employees.	
10%	RESOURCE & REAL PROPERTY MANAGEMENT: Knowledgeable in Department and District policies and goals related to resource management. Identifies resource management problems and concerns. Conceptualizes and undertakes projects needed to mitigate human erosion, vandalism or other degradation of natural resources. Manages resource projects including fire suppression, fire clearance, and hazardous tree removal. Assures that maintenance projects and contracted work do not impact natural resources or are otherwise mitigated. Maintains knowledge of reporting and treatment policies related to hazardous trees, insect infestations, plant diseases, noxious and exotic plants, vector control, and pesticide use. Assists in preparation of District's Resource Management Budget. Consults real property records to ensure maintenance projects and contract work comply with ownership records, deed restrictions, lease provisions, property easements, and other applicable requirements.	
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