



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Park Maintenance Chief I	549-915-6232-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles District	Park Maintenance Chief I	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Santa Monica Bay	Trippet Ranch 20828 Estrada Rd., Topanga, CA, 90290	
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 works under the general direction of the Park Maintenance Chief III. The Park Maintenance Chief I has the authority and responsibility to plan, supervise and direct the overall maintenance program. This position manages the daily housekeeping, facility maintenance, grounds maintenance, equipment management and related functions. This position provides leadership, supervision, training, and employee development opportunities to the staff. The incumbent maintains cooperative professional relationships within the community in order to further the philosophy and purposes of the State Park System and ensure clear direct liaison is maintained with local, State, Federal and outside entities with similar roles and responsibilities. The Park Maintenance Chief I works directly with District, Headquarters staff and is responsible to keep District management informed of progress on projects, controversial or sensitive issues and the overall status of the program. This position is required to work weekends, nights, holidays, and irregular hours. The incumbent may be required to work at all park locations in the Angeles District. Travel throughout the district is required. The work schedule is Monday-Friday, 6:30am-3:00pm.		
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%	SUPERVISION Plan, supervise and direct the overall maintenance program within the Sector. Supervise maintenance staff and special program crews. Participate in recruitment activities and balanced interviews to select staff. Coordinate review of performance and evaluation of employees. Provide employee counseling, initiate discipline, and takes action to rectify personnel-related problems such as grievances or complaints. Assign and review the work of subordinates and plan projects. Responsible for staff scheduling and review and approval of staff timesheets and other personnel requests. Pursues an aggressive safety program for employees to follow and institutionalizes an effective back-to-work program for injured employees. Schedules and attends staff meetings.	
30%	ADMINISTRATION Prepare, review and submit for approval, program maintenance, equipment and special funding budgets and operational plans. Monitor expenditures of allocations, ensuring compliance with all policies, rules and regulations. Prepare contract specifications and other documents necessary for approval of service contracts. Prepare service agreements, interagency agreements, and other documents used to purchase supplies and receive services. Review and approve requests	

	for maintenance expenditures. Monitor contract compliance. Provides basic labor and material estimates for field projects and identifies funding needs.
25%	FACILITIES MAINTENANCE Plan, supervise and direct maintenance functions including construction, repair and maintenance of buildings, structures, electrical systems, plumbing, water treatment, sewage disposal, ventilating and auxiliary, landscape and grounds, road maintenance, pesticide application and resource protection and maintenance. Monitors and inspects grounds and facilities for compliance to all health department and CalOSHA standards. Ensures compliance with CEQA when recommending and planning maintenance projects. Ensure compliance regarding the preservation and restoration of historic structures. Ensure compliance with control orders and inspection of water and sewage treatment facilities, and assure maintenance of all records.
10%	EQUIPMENT MANAGEMENT Reviews priorities for equipment repair, replacement and utilization. Assures the Sectors motor pool is kept in the highest state of readiness to meet the needs of staff and to serve the public. Assures all records pertaining to vehicle maintenance are completed in the prescribed manner and retained in accordance with retention schedules.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Performs other job-related duties as assigned to support operational continuity and District priorities. Participates in staff meetings, trainings, and administrative activities necessary to maintain effective program operations. Works collaboratively with District programs to support coordinated planning, problem-solving, and efficient service delivery
TYPICAL WORKING CONDITIONS	
Work environment is an office/contact station setting, using computers, telephone and other business equipment. Typical work activities involve frequent and prolonged periods of sitting. Typical work involves extended telephone conversations and keyboard operation. Must meet many deadlines within short time frames. Hand dexterity to use telephone, keyboard and calculators are common requirements. Move about, stand, reach, stoop or bend. Use fine motor skills for computer or office machine use. Lift supply boxes minimum weight of 10 pounds to maximum weight of 50 pounds. Use of hand cart to move supplies over 10 pounds of weight. Requires reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. May involve some exposure to aggressive visitors. Will work outdoors in unpredictable weather ranging from extreme heat to extreme cold. May come in contact with wild animals. This is a uniformed position, uniform standards must be met. Must be willing to work weekends, nights, and holidays as necessary. Travel throughout the district is required.	
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