



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	Senior Park and Recreation Specialist	549-715-1087-004
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Santa Cruz District	Senior Park and Recreation Specialist	M01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Districtwide	Henry Cowell Redwood SP	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		District Superintendent I
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 Santa Cruz District Superintendent I, the Senior Park and Recreation Specialist (Sr.PRS) directly manages and administers all programmatic aspects of the District facility program and ensures compliance with all associated policies and regulations. As the FEMA Facility Recovery Project Manager, the incumbent works directly with the Department's FEMA Coordinator and service centers to implement the post CZU Fire, \$400 million facility recovery project spanning 2026 – 2036 and the post January 2023 storm facility recovery effort spanning 2026 – 2034 and costing over \$50 million.		
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%	ADMINISTRATION Plan, develop, and implement the District Facilities Development Program ensuring compliance with all associated policies and regulations of the District's varied and complex facilities maintenance program. Plans and administers all aspects of long-term FEMA facility recovery projects in multiple units currently slated through 2036. Determine budgetary needs for ongoing facilities programs and specific projects related to the District. Develop and monitor spending plans and other budgetary requests while overseeing all procurement needs for the program. Prepares and reviews reports and documents related to the District Facilities Development Program. Coordinates inspections, monitoring, and scheduled operations of all District facilities programs including systems, buildings, roads, trails, housing, fleet, and other infrastructure. Ensures compliance with all local, State and Federal regulatory agencies for water and wastewater operations, environmental health, occupational safety, hazardous material & storage, fleet, and all other as mandated. Responsible for the District's State equipment and facilities management programs and ensure records are current, accurate and maintained in Department databases. Reads and prepares correspondence, reports, and other technical material related to facility maintenance, vehicles, vessels, equipment, specialized systems, roads & trails, and property. Oversee and implement District's Commercial Driver's License and differential program, which includes the drug and alcohol testing program. Acts as District liaison with all agencies that regulate or impact the facility management functions and is the contact person for the Department's Facility Management and Development Division and Service Center. Provides input regarding natural, cultural, and historical resources within the District relating to the Maintenance	

	Program to ensure California Environmental Quality Act (CEQA) compliance in all aspects of project.
25%	AGENCY COORDINATION Acts as liaison for all project planning, coordination and implementation with headquarters, service centers and other agencies for recovery projects related to FEMA Coordinate and facilitate project team meetings, preparation of project agreements, progress reports, schedules, cost evaluations, construction budgets and engineer estimates, consultant contracts and public works contracts. Works with managers and program staff to obtain necessary project regulatory permitting and compliance from state and other local agencies. Conducts project review for constructability and current industry standards and corresponds with consultants and contractors. Establishes and maintains project records, files, maps, and plans. Coordinates with other program managers for the utilization of resources from agencies such as California Department of Corrections and Rehabilitation, California Conservation Corps, California Department of Forestry and Fire Protection for the management and protection of park lands and resources.
20%	PROJECT MANAGEMENT AND PLANNING Responsible for major project development and construction, including the long-term facility recovery and redevelopment capital outlay projects identified in the post CZU Fire, Big Basin Facilities Management Plan and the post 2023 storm events, Coastal Management Plan for Seacliff and New Brighton State Beaches. Coordinates all Maintenance Services projects in accordance to the district operations plan, district and departmental policies, rules, and directives keeping the District Superintendents apprised of all activities. The SPRS will act as lead with entry, re-assessment, district wide prioritization of Major and Minor Capital Outlay, facility maintenance, American with Disability Act (ADA), interpretative, natural and cultural resources management, and volunteer enhancement projects in the Park Infrastructure Database (P.I.D.), as well as ensuring that activities are documented in the Computerized Asset Management Program (MAXIMO). The SPRS assists with planning strategies and measures for resource protection for District projects. Direct the planning and implementation of the Districts Deferred Maintenance Program as well as disaster recovery in park units adversely impacted by natural disasters. Plays a critical role in the planning and technical work associated with the analysis, development and implementation of outdoor recreation in State Parks by interpreting visitor use patterns, applicable laws and policies, and funding opportunities.
15%	SUPERVISION Provides supervision in the absence of maintenance supervisors ,as necessary to support District operations. Meets regularly with Sector Maintenance Chiefs. Provides District leadership, guidance, and oversight to ensure that all facilities, systems, and equipment are maintained in a safe, operable, and clean condition. Ensures the timely processing of all personnel documents and timesheets and works effectively with administrative staff to ensure Departmental compliance. Implement employee development measures including training, counseling, performance appraisals, and updating annual development plans. Follow equal employment opportunity guidelines and provide harassment-free work environment for all employees and volunteers. Leads the District's safety program, including management and updating the Injury and Illness Prevention Program. Keeps District staff informed and updated on all policies, permitting rules and requirements on all maintenance and facility related issues.
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