



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Park Maintenance Supervisor	549-917-6229-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles District	Park Maintenance Supervisor	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Malibu Sector	Malibu Creek State Park East/West	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		Park Maintenance Chief 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 Park Maintenance Chief I, the Park Maintenance Supervisor will provide supervision of the maintenance function for a complex set of park units; Malibu Creek State Park, Tapia, Adamson House, Malibu Lagoon, Leo Carrillo State Park, PT Mugu State Park, and Point Dume Reserve, which include; campgrounds, day use park, aquatic facilities, historic and non-historic buildings, maintenance and capital outlay contracts, resource management projects and programs, museum collections, sewer operations, grounds, systems and structures. The park units serve the Ventura and Los Angeles inland valleys to the coast, including 22,000 acres of back country fire road and public trails. The reporting location is Malibu Creek State Park. This position may work in other units within the Angeles District.		
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 Supervise the maintenance program and be familiar with union contracts, implement seasonal hiring plan, schedule permanent and seasonal work force. Develop and implement safety practices and standards. Plan, conduct and attend appropriate staff meetings. Communicate daily with your supervisor and management staff as required. Conduct regularly scheduled performance reviews, appraisal, and development plans. Contact and collaborate with other government agencies, local municipalities individual and volunteer groups to gain assistance in maintenance of parks.	
25%	Administration Prepare, review and process personnel documents, hiring and budgets, staff development, purchasing documents, preparing PEF's, CEQA, PRC 5024, Maximo work orders as required. Maintain stock and inventory control. Purchasing process; Cal Card, Purchase Orders, 285's. Provide and monitor proper training for staff. Update maintenance records and Maximo data as required. May take on other sector administration tasks such as: VUR's and Property Custodian.	
20%	Maintenance This position supervises the efforts to maintain structures, utilities, and grounds in a clean safe and hazardous efforts free condition. Performs all facility inspections on a regular basis and performs facility assessments. Implement the scheduling, monitoring, and evaluation of	

	maintenance program. Provide close supervision, and technical assistance on projects as required.	
15%	Facility Housekeeping & Equipment Supervise and coordinate all facility housekeeping functions. Maintain adequate supplies and materials to ensure housekeeping functions are performed to departmental standards. Assist in scheduling and monitoring vehicle and equipment maintenance programs. Ensure all vehicles and equipment inspections, vehicle usage reports and repairs are performed in a timely manner. Work closely with staff for the scheduling and repairs of vehicles. Coordinate that all equipment assigned to the Malibu East Sector is washed, clean and always presentable (Drought restrictions may apply).	
5%	Resource Management and Public Assistance Assist visitor services in visitor impact control and supervises maintenance staff in all efforts directed towards vegetation management, insect and vector control, and Natural and Cultural resource protection. Be aware of all park rules and regulations, be conscious of violations, inform visitors immediately of any infractions, obtain assistance when law enforcement is needed. Be familiar with local medical clinics, hospitals, fire stations current CPR and First Aid certificates are desirable.	
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		
Outdoors in a park like setting. Regular dealing with the public and supervising work in the public view. Operating vehicles on unimproved back country roads.		
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