



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Maintenance Supervisor	549-722-6229-004
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey District	Park Maintenance Supervisor	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Monterey Sector	Monterey Sector Maintenance Shop	
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		
The Park Maintenance Supervisor (PMS) position is assigned to the Monterey Sector and works under the Park Maintenance Chief I. Reporting time is 6:30 am to 5:00 pm, Tuesday through Friday. The primary reporting location is 2211 Garden Road Monterey, CA. 93940, but this position will require you to work at Fort Ord Dunes State Park and other locations throughout the district, based on operational needs. Primary responsibilities are facilities management and resource protection tasks at Fort Ord Dunes State Park. This includes implementation and oversight of housekeeping, trail projects, illegal camping cleanup, lead bullet cleanup, sign program, fencing, habitat protection, vehicle repairs, equipment management, regulatory requirements, Industrial Safety Orders, safety meetings, communicate effectively, budgeting, read blueprints, labor requirements, keep accurate records, MAXIMO, purchasing, historical building repairs, waste management, electrical systems, carpentry, masonry, resource management, tree hazards.		
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 The PMS will supervise the work of permanent and seasonal park staff, volunteers, work alternative, CCC Crews, Ace Crews, Cadre Crews, and inmate personnel; make work assignments and establish work schedules and job standards; ensure that employees under your supervision are punctual in reporting to work, adhere to the Department's uniform standards, and follow safe work practices. The PMS will stay familiar with and abide by the contract for Bargaining Unit 12. The PMS will assist the Monterey Sector Maintenance Chief in preparing the Sector's Budget Allocation requests for Category I and II maintenance funds, Equipment, Major and Minor Capital Outlay projects, special projects, and assist in overseeing implementation of the Sector's MAXIMO program for maintenance ensuring compliance with Department requirements. The PMS will be responsible for maintaining the highest standards of cleanliness on all Park properties; ensure cleanliness, organization, and serviceability of historic buildings, public use areas, restrooms, shops, service and employee areas.	
30%	FACILITIES MANAGEMENT & RESOURCE PROTECTION The PMS will plan, schedule, and participate in the work of maintaining buildings, grounds, utility systems, roads and trails, habitat protection; record time and materials used, provide follow-up inspections, ensure proper cleanup, tool and equipment maintenance; ensures that all work is performed with due regard to safety and sensitivity to the resource in coordination with other Core	

	program areas. The PMS will keep the Monterey Sector Maintenance Chief informed as to the condition of facilities and continuous program needs of the sector; will perform annual inspections of all facilities in the Monterey Sector and will communicate the facilities condition in writing to the Monterey Sector Maintenance Chief by the end of each calendar year; will be diligent in carrying out the Department's preventive maintenance program; will ensure that periodic maintenance and inspections are performed on equipment and appliances in each facility according to manufacturer's recommendations.
25%	ADMINISTRATION The PMS will complete reports and carry out paperwork necessary to facilitate the operation of Monterey District's Maintenance program; purchase and oversee the purchasing of supplies and materials in accordance with State/Department rules; initiate and coordinate contracts/agreements (STD 2, DPR 285) and purchase documents (Purchasing Authority Purchasing Orders (PAPO's), Purchase Estimates (PE's) DPR 328's, etc.). The PMS will maintain an accurate inventory of facilities in the Monterey Sector and will continually update the maintenance records for each facility; assist the District Property Custodian in property management and will submit documents promptly. Review and initiate personnel timekeeping documents; participate in the preparation of duty statements, prepare notices of vacancies, participate in staff selection, perform performance evaluations, and initiate corrective actions.
10%	EQUIPMENT MANAGEMENT The PMS will be responsible for scheduling and operation of maintenance equipment assigned to the Monterey Sector; oversee necessary equipment inspections, schedule repairs, and maintain records; enforce safety precautions and standard procedures relating to vehicle and equipment operation. Report all unusual conditions to the Monterey Sector Maintenance Chief.
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	
Typical work activities involve frequent periods of bending, stooping, and lifting. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. May work in remote locations. Remote illegal camping cleanups. Munitions debris removal.	
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