



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Park Maintenance Supervisor	549-915-6229-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles District	District Trails Coordinator	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Districtwide	Malibu Creek State Park	
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 will work under the general direction of the District Maintenance Chief. This position supervises all trails related projects for the Angeles District. Additionally, this position may also supervise maintenance and capitol outlay projects related to roads, buildings, systems, grounds, and all other State Park related facilities. This position will be required to attend evening meetings with stakeholder groups, and shall be assigned projects outside of the district for extended periods.		
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%	<u>MANAGEMENT and SUPERVISION</u> Supervises and serves as a lead person for crews for permanent, seasonal and volunteer workers. Conduct regularly scheduled performance reviews, appraisal, and development plans. Familiarizes themselves with the Department's volunteer program and follows it closely. Implements seasonal and volunteer hiring plans and schedules work. Develops annual spending plans and manages an annual budget. Develops projects for future and/or special funding. Develops and implements safety practices and standards. Ensures needed tools and equipment are purchased and available. Provides presentations and shares updates of photos and projects with the department leads for social media outlets. Maintains harmonious relationships with all staff and sets a positive examples for others to follow.	
25%	<u>MAINTENANCE</u> Supervises and coordinates the efforts to maintain roads, trails, structures, systems, and grounds in a clean safe and hazardous free condition. Performs all facility inspections on a regular basis and performs facility inventories and assessments. Implement the scheduling, monitoring, and evaluation of a district wide maintenance program. Provided close supervision and technical assistance on projects.	
20%	<u>FACILITY AND EQUIPMENT SAFETY</u> Assists in the scheduling and monitoring of the use of vehicles and power equipment. Ensures that the safety inspections and preventative maintenance for all vehicles, power equipment, and hand tools are done on a timely basis. Ensures vehicle use reports are submitted on time. Maintains cleanliness of the interior and exterior of all fleet assigned to their responsibility. Ensures repairs to mobile equipment are made and the image of the fleet is held to a high standard. Arranges for repairs and maintains records to confirm that staff have been properly trained in the safe and appropriate use of all equipment.	

15%	ADMINISTRATION Ensures staff complete and provide work order actuals and facility condition assessments. Responsible for purchasing materials and supplies in accordance with department purchase documents and methods such as the P-Card and purchase order utilizing Fi\$CAL system. Responsible for reconciling purchase transactions for self and direct reports. Prepares contract specifications for matters relating to the materials used and the performance of a contracted vendor for specific projects. May be required to gather information and prepare forms or develop and provide inventories and other documents for project development and permits as related to the site specific work. Prepares, reviews and processes personnel timesheets and hiring documents as needed. Is responsible for tracking capital assets related to district trails.	
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		
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 25 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.		
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