



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Maintenance Supervisor	549-739-6229-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Park Maintenance Supervisor	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Joaquin Sector	Millerton SRA	
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 (PMS) has the responsibility to plan, supervise and direct the overall maintenance program within the San Joaquin Sector. The PMS will maintain cooperative professional relationships within the community 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.		
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%	SUPERVISOR Provide supervision, guidance, training, and direction for the Maintenance section at Millerton Lake State Recreation Area (SRA). Plans, schedules, and coordinates maintenance work, staff meetings, projects, and District-wide activities. Interviews and hires seasonal personnel; provides orientation and training; evaluates employee performance; completes annual appraisals; and provides guidance, counseling, and corrective action as needed. Approves and certifies employee time and absence requests and administers appropriate personnel actions in accordance with DPR policy. Promotes a strong safety culture and maintains positive working relationships with park visitors, volunteers, concessionaires, contractors, other agencies, and District staff. Supports teamwork, accountability, and effective communication to ensure the safe and efficient operation of Millerton Lake SRA.	
30%	FACILITY MAINTENANCE Develops, implements, and maintains standards, schedules, and annual plans necessary for the proper maintenance of facilities, grounds, and equipment at Millerton Lake SRA. Conducts facility inspections and prioritizes preventive and corrective maintenance based on inspection findings, safety requirements, and operational needs. Plans and monitors maintenance budgets and coordinates the efficient use of materials, labor, tools, and equipment. Ensures facilities and equipment are maintained in a safe, functional, and serviceable condition in accordance with DPR policies, the Department Operations Manual (DOM), and applicable regulations. Organizes, schedules, and supervises housekeeping and groundskeeping activities, including maintaining, protecting, and improving park landscapes and facilities. Recommends appropriate work methods, estimates material and labor needs, and ensures the proper use and upkeep of	

	equipment. Train and instruct maintenance employees on safe work practices and the proper use, care, and operation of tools and equipment.
15%	ADMINISTRATION Complies with departmental guidelines and procedures in purchasing and obtaining supplies, materials, and equipment. Manage allocated funds for seasonal personnel and facility maintenance to ensure that work commitments are met. Reviews and approves time sheets on permanent and seasonal employees in a timely manner. Serves as liaison with contractors, vendors, special interest groups and governmental agencies. In conjunction with the Park Maintenance Chief, prepares facility maintenance and equipment budget for the maintenance program. Assists with updating the Park Infrastructure Data Base (PID). Administers the park unit MAXIMO program, including entry of the Vehicle Usage Report (VUR).
10%	EQUIPMENT MAINTENANCE Ensure proper maintenance, care, and safe operation of vehicles, tools, and equipment assigned to the facility maintenance program. Oversee monthly usage reporting, coordinate vehicle and equipment maintenance and repairs with District mechanics, as needed. Prepares equipment budget recommendations, identifies replacement needs, and recommends the replacement of vehicles, tools, and equipment to support safe and efficient maintenance operations.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	RESOURCE MANAGEMENT Ensure compliance with the California Environmental Quality Act (CEQA) within the parks. Ensures that maintenance projects do not damage or threaten natural, cultural, and archeological resources. Prepares, reviews, and assists with Project Evaluation Forms (PEF).
5%	SAFETY Participate in facility and safety inspections on at least an annual basis. Schedules and documents regular safety meetings. Maintain safe worksites and equipment. Investigate and report employee accidents. Inspects facilities, grounds and systems for potential hazards and ensure that employees perform duties in a safe manner.
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
May work holidays and weekends; working outdoors in natural elements, in heat and inclement weather. May be expected to walk long distances in rough terrain, on trails and backcountry. Expected to lift and carry up to sixty pounds; use of hand tools, gas and electric powered tools, and heavy equipment as certified.	
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 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