



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	Park Maintenance Supervisor	549-952-6229-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Inland Empire	Park Maintenance Supervisor	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Perris	Lake Perris State Recreation Area (SRA)	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Superintendent III
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) works under the general direction of the State Park Superintendent III and in close collaboration with the Park Maintenance Chief I (PMC I) and is responsible for the maintenance programs at Lake Perris State Recreation Area (SRA), San Timoteo Canyon State Park, and Wildwood Canyon State Park. The function of this position is to ensure the proper upkeep and maintenance of existing facilities and equipment at Lake Perris SRA and track expenditures while staying within budgeted allocations. All maintenance will be accomplished with controlled cost of materials, personnel hours, and equipment. As one of two PMS staff, this position will share in the facility maintenance operations and supervisory responsibilities of Lake Perris' maintenance program. Areas of responsibility will be assigned by the PMC I. Facilities within the sector include campgrounds, beaches, picnic areas, the Regional Indian Museum, horse camp, trails, roads, office buildings, and grounds maintenance. This position will split supervision of up to 11 permanent and 15 seasonal staff. The reporting location of the Park Maintenance Supervisor is Lake Perris SRA 17801 Lake Perris Drive, Perris, CA 92571.		
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%	SUPERVISION Plans, schedules, and delegates work assignments to rank and file staff. Follows-up, reviews, and inspects work to maintain high standards in the areas of responsibility. Maintains open communication and schedules regular staff meetings. Provides coverage in the absence of the other Park Maintenance Supervisor. May be delegated to act on behalf of the PMC I in their absence. Assists in the preparation of budget requests and sector/district maintenance plans. Provides leadership and ensures conformance with applicable laws, policies, and procedures. Develops teamwork within the sector and promote high quality customer serviced for the public.	
30%	ADMINISTRATIVE Develops and maintains seasonal labor spending plans. Participates annually in reviewing and updating Sector's operational plans and objectives. Manages the MAXIMO work order program and data input. Drafts specifications for work projects along with PEF and CEQA documents. Maintains records, reports, and other paperwork related to the maintenance operations. Completes employee annual appraisals. Prepares purchasing documents. Assists in conducting informal employee training activities. Completes proper paperwork for progressive discipline on permanent and seasonal employees when required.	

20%	FACILITY MAINTENANCE Coordinates, plans, and assists in all maintenance functions which includes inspecting, assigning, and scheduling staff work. Maintains safe practices throughout the maintenance program. Assists in the management of large projects such as capital outlay and roads contracts, including writing scopes of work, overseeing contractor performance, and approving final work products. Ensures materials and supplies are used safely and in accordance with product SDS use and handling instructions. Ensures the appropriate use of resources for maintenance activities. Leads and performs semi-skilled and skilled work in carpentry, painting, electrical, masonry, welding, roofing, and other related trades to maintain and repair a variety of park structures and facilities.	
10%	FACILITY HOUSEKEEPING/ EQUIPMENT MAINTENANCE Coordinates all efforts of maintenance staff devoted to housekeeping functions including scheduling and leading staff and purchasing supplies. Ensures vehicle and power equipment is maintained in proper working condition. Completes accurate and timely monthly vehicle reports.. Schedules equipment maintenance and inspects vehicles assigned to maintenance staff.	
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 involves moderate exposure to unusual elements such as extreme temperatures (over 100 degrees in the summertime and near freezing in winter months), dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Outdoor work is common. Typical work activities involve frequent and prolonged periods of sitting at a desk, standing, walking, bending, and stooping. Must be able to push/pull/lift up to 50 pounds. Must be willing to work weekends, holidays, and during emergencies.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Must possess and maintain a valid class C driver's license and maintain a good driving record.		
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