



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Maintenance Chief I	549-732-6232-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Park Maintenance Chief I	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	Columbia State Historic Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		Park Maintenance Chief II
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 direction of the Park Maintenance Chief II, the Park Maintenance Chief I (PMC I) will plan, direct, organize, and schedule the maintenance program for the park units. The PMC I will be responsible for providing supervision to permanent, seasonal, and special program crews. The Facilities Development program area includes a geographically extensive patchwork and may require frequent travel by the Chief I to support the maintenance programs at Columbia State Historic Park, Calaveras Big Trees State Park, Indian Grinding Rock State Park, and Railtown State Historic Park. The Facilities Development Chief I may act on behalf of the District Maintenance Chief in their absence.		
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 Plans, directs, organizes, and manages maintenance functions and related activities to support the achievement of Department and District goals and objectives. Directly supervises, guides, counsels, and evaluates employees. Recruits, selects, hires, and separates permanent employees in accordance with Civil Service procedures and standards. Follows equal opportunity guidelines and provides a harassment free work environment for maintenance employees. Evaluates programs, facilities, and services the development of appropriate programs, and their implementation to achieve district and department maintenance/technical service goals. Coordinates staff to ensure work is accomplished in a timely manner according to standards. Maintains good employee/employer relations, ensures compliance with collective bargaining agreements, and works to achieve the goals of the Department in human rights. Works with outside entities and agencies having mutual interest or responsibility to maintain compliance with laws and ensure effective coordination of efforts. Keeps informed of personnel policies and procedures regarding punitive actions, and employee grievances. Remains familiar with the employee labor contracts for appropriate bargaining units under collective bargaining laws. Initiates adverse action as delegated by the District Superintendent and formulates responses to first level employee grievances. Actively promotes safe working conditions and habits within the functions.	
30%	ADMINISTRATION Prepares, reviews, reads and studies correspondence manuals, policies, directives, and orders relative to the maintenance function. Completes controlled correspondence as required when subject matter is related to the facilities development functions. Assists in the preparation,	

	revisions, reviews, and controls of the Programmatic Area maintenance operations budget. Works with the Sector Superintendent to set priorities for the Programmatic Area equipment replacement, Cat I, II, roads, housing, and special project budgets. Analyzes maintenance and equipment maintenance expenditures to ensure maximum efficiency of Programmatic Area funds and ensure that Programmatic Area, District, Department and State policies are followed. Assists in developing and monitoring maintenance contracts. Monitors all maintenance contracts for compliance and develops and reviews specifications for maintenance contracts. Ensures that all maintenance employees are aware of and encouraged to take advantage of training opportunities. Ensures that required training for maintenance employees is completed and that all required certifications are current. Reviews and approves time sheets and purchase documents, plans, purchases, and organizes work for optimum effectiveness. As needed, plans, and conduct Programmatic Area meetings to accomplish goals.
25%	MAINTENANCE Reviews a multilevel maintenance program ensuring that generally accepted principles for maintenance of facilities and equipment are followed. Independently plans, organizes, and manages the maintenance program including all effort directed toward facility housekeeping, facility maintenance, and equipment maintenance. Follows building codes and principles of automated equipment and fleet management. Provides overall guidance and supervision to ensure that all facilities, systems, and equipment are clean, operable and well maintained and that all repairs are accomplished in an expeditious manner. Reads blueprints, work plans, and specifications. Follows rules and regulations affecting construction and repair work. Updates, maintains, evaluates, and monitors facility inventories, maintenance records, schedules guidelines, checklist and maintains standards. Identify needs, recommend repair methods, and prepare cost estimates. Within Department guidelines, is responsible for the development and implementation of the Programmatic Area's equipment maintenance program. Coordinates all program efforts with the Sector Superintendent to ensure that inconvenience to the visiting public is minimized, that all grounds and facilities are safe for public use and that work programs are accomplished to provide maximum service to the public. Ensures the maintenance program follows the hazardous materials handling and storage standards protocols.
10%	TECHNICAL SERVICES Maintains current information on maintenance techniques, water and sewer treatment requirements, hazmat procedures, safety, and related areas. and ensure there is program development and utilization throughout the Sector. Ensures that maintenance activities conform to requirements for Cal OSHA, Department of Health Services, Water Quality Control Board, local Counties, CEQA, PRC 5024 procedures, NEPA, Title 24 Americans with Disabilities Act, and other legal entities. Acts as State's representative on assigned public works projects, inspecting work, authorizing changes, and approving final payment.
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	
Office environment. Daily and frequent use of personal computer and a variety of office software applications at a workstation. Sit in a normal seated position for extended periods of time. Work environment may have moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. May involve some exposure to aggressive visitors.	
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. This position may require you to work with and travel to other State Park Units located within the Central Valley District.	

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