



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Chief I	549-656-6232-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Park Maintenance Chief I	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
SF Bay Sector/Angel Island SP	Angel Island State Park (SP) Maintenance Shop	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		Senior Park and Recreation Specialist
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 Senior Park and Recreation Specialist (SPRS), the Park Maintenance Chief I (PMC I) serves as both a first and second level supervisor responsible for the management of a complex maintenance program on Angel Island SP. Oversight responsibilities also include all Sector permanent maintenance employees and seasonal staff, as well as various other volunteer, advocacy groups, and outside persons as necessary. The primary responsibilities for this position are the direct supervision of the facility maintenance and housekeeping operations for Angel Island State Park and Candlestick Point State Recreation Area. The PMC I may act as the Sector Superintendent in the absence of the Senior Park and Recreation Specialist. The work schedule will be 7:00 a.m. - 3:30 p.m. Tuesday through Saturday, but working hours may change depending on departmental needs. The reporting location for this position is the Angel Island State Park maintenance shop located in Tiburon but may be required to work anywhere within the sector or district.		
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: Supervise and create schedules for all maintenance employees and maintenance operations for the SF Bay Sector. Provide general supervision and coordination of crews of "special works programs" such as CALFIRE, California Conservation Corps members and/or inmate crews. Plan, schedule, and conduct SF Bay Sector maintenance staff meetings on a monthly basis. Ensure coordination and proper rapport between Maintenance, Administrative, and Visitor Service personnel. Liaise with service center staff, contractors, vendors, special interest groups, and governmental agencies. Maintain schedules and provide coordination and oversight with the District's Trail Program Coordinator and serve as liaison between trails lead workers and Maintenance staff throughout the Sector for trail work within their parks. Supervise the Sector's road maintenance program by prioritizing, planning and coordinating road repairs. Organize repairs of underground utilities under paved roads (electric, water and sewer), obtain estimates for repairs and replacement of roads and parking areas, track expenditure of road allocations, order materials and assist with preparation of road contracts. Coordinate emergency repairs of roads to restore public and emergency access and ensure continuity of park operations. Guide, counsel, evaluate and take corrective action for subordinate personnel as necessary. Provide information and guidance to personnel relative to training opportunities and employee	

	development. Responsible for all aspects of the Sector's boat operations, including, but not limited to ensuring that boat operators are properly trained and maintain currency of all appropriate ratings and certifications, maintaining operational boat schedules, and oversight of the Sector's drug screening program per USCG and Department requirements.
30%	ADMINISTRATION: Assist the Sector Superintendent with budgets and related workload. Ensure that all fiscal responsibilities are fulfilled and that all budget, purchasing, and fiscal requirements are adhered to and met. Prepares public works contracts. Conducts facility and job site inspections. Ensure that all administrative and fiscal documents are completely prepared, accurate, and submitted in a timely manner. Implement capital outlay and maintenance proposals. Ensure that employees are observant of all safety practices. Provide training in equipment management to staff as necessary. Serve as the Sector Technologies Coordinator providing computer-related support to SF Bay Sector Supervisory staff. Provide maintenance information to the public/press as directed by management staff and departmental policies. Coordinate with the Department of Health and Regional Water Quality Control Board regarding compliance with control orders and inspection of water and sewage treatment facilities. Coordinate with District water and sewage treatment personnel and programs, ensure compliance and staff support for this program.
25%	FACILITY MAINTENANCE/HOUSEKEEPING/GROUNDSKEEPING: Maintain programmatic control and responsibility for the planning, coordination and scheduling of maintenance, housekeeping, and repair projects for SF Bay Sector. Ensure that all visitors and support facilities are cleaned and maintained in good condition and are safe for their intended use. Oversee and coordinate the Sector's trail program. Ensure compliance with the California Environmental Quality Act within the Sector. Responsible for oversight on maintenance of the Parks vehicle fleet. Ensure that the District B.I.T. program and equipment maintenance and/or repair, transportation via transport trailer. Ensure that all tools and equipment utilized by maintenance crews are clean, well maintained and used for their intended purposes. Ensure that all vehicles/equipment are maintained as per departmental policy.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	CULTURAL AND NATURAL RESOURCE MANAGEMENT: Ensure that erosion, visitor impact and vector control is performed in accordance with District and Departmental policy. Provide input on resource protection and maintenance issues. Ensure that all environmental review documentation is completed as required. Coordinate with Resource personnel for all issues that require environmental review. Ensure compliance with State law regarding the preservation and restoration of historic structures (5024 PRC). Ensure that maintenance and visitor services personnel work in liaison to provide assistance and services to park visitors.
5%	BOAT OPERATIONS: Assists the boat staff when assigned as a deckhand; assumes responsibility for assisting with the safety of all state vessels and passengers.
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 prolonged standing, sitting, bending, stooping, and lifting, works inside and outside in varying temperatures, may have extensive exposure to dirt, dust, fumes, unpleasant odors and or loud noises. May work in remote locations as well as a fast-paced urban environment.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
This position requires a Valid Class "C" California Driver's License. United States Coast Guard (USCG) requires drug testing for all deck hands. Therefore, this position is subject to random drug testing requirements. A pre-employment drug screening is also 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



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Supervisor	549-656-6229-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Park Maintenance Supervisor	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
SF Bay Sector/Angel Island SP	Angel Island Maintenance Shop	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		Senior Park and Recreation Specialist
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 Senior Park and Recreation Specialist, the Park Maintenance Supervisor (PMS) serves as a first level supervisor. The PMS supervises all Sector permanent maintenance employees and seasonal staff, as well as various other volunteers, advocacy groups, and outside persons as necessary. The primary responsibilities for this position are the direct supervision of the facility maintenance and housekeeping operations for Angel Island State Park and Candlestick Point State Recreation Area. The reporting location for this position is the Angel Island Park Office but may be required to work anywhere within the Sector or District. The work schedule will be Tuesday through Saturday from 7:00 a.m. - 3:30 p.m., but working hours may change depending on departmental needs.		
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%	SUPERVISION: Supervises and creates schedules for all maintenance employees and maintenance operations for the SF Bay Sector. Provide general supervision and coordination of crews of "special works programs" such as CALFIRE, California Conservation Corps members and/or inmate crews. Plan, schedule, and conduct SF Bay Sector maintenance staff meetings on a monthly basis. Ensure coordination and proper rapport between Maintenance, Administrative, and Visitor Service personnel. Liaise with service center staff, contractors, vendors, special interest groups, and governmental agencies. Maintain schedules and provide coordination and oversight with the District's Trail Program Coordinator and serve as liaison between trails lead workers and Maintenance staff throughout the Sector for trail work within their parks. Supervise the Sector's road maintenance program. Guide, counsel, evaluate and take corrective action for subordinate personnel as necessary. Provide information and guidance to personnel relative to training opportunities and employee development. Responsible for all aspects of the Sector's boat operations, including, but not limited to ensuring boat operators are properly trained and maintain currency of all appropriate ratings and certifications, maintaining operational boat schedules, and oversight of the Sector's drug screening per USCG (United States Coast Guard) and Department requirements.	
30%	ADMINISTRATION Ensure that all fiscal responsibilities are fulfilled and that purchasing and fiscal requirements are adhered to and met. Conducts facility and job site inspections. Ensure that all administrative and fiscal documents are completely prepared, accurate, and submitted in a timely manner. Ensure	

	compliance with control orders and inspection of water and sewage treatment facilities. Coordinate with District water and sewage treatment personnel and programs, ensuring compliance and staff support for this program. Ensure employees are observant of all safety practices. Provide training in equipment management for staff as necessary. Serve as the Sector Technologies Coordinator providing computer-related support to SF Bay Sector Supervisory staff. Provide maintenance information to the public/press as directed by management staff and departmental policies. Coordinate with the Department of Health and Regional Water Quality Control Board regarding compliance with control orders and inspection of water and sewage treatment facilities.
25%	FACILITY MAINTENANCE/HOUSEKEEPING/GROUNDSKEEPING: Maintain programmatic control and responsibility for the planning, coordination and scheduling of maintenance, housekeeping, and repair projects for SF Bay Sector. Ensure that all visitors and support facilities are cleaned and maintained in good condition and are safe for their intended use. Oversee and coordinate the Sector's trail program. Ensure compliance with the California Environmental Quality Act within the Sector.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	EQUIPMENT MAINTENANCE AND BOAT OPERATIONS: Responsible for oversight on maintenance of the Parks vehicle fleet. This also includes ensuring that the District B.I.T. program and equipment maintenance and/or repair, transportation via transport trailer. Ensure that all tools and equipment utilized by maintenance crews are clean, well maintained and used for their intended purposes. Ensure that all vehicles/equipment are maintained as per departmental policy. Assists the boat staff when assigned as a deckhand; assumes responsibility for assisting with the safety of all state vessels and passengers.
5%	CULTURAL AND NATURAL RESOURCE MANAGEMENT Ensure that erosion, visitor impact and vector control is performed in accordance with District and Departmental policy. Provide input on resource protection and maintenance issues. Ensure that all environmental review documentation is completed as required. Coordinate with Resource personnel for all issues that require environmental review. Ensure compliance with State law regarding the preservation and restoration of historic structures (5024 PRC). Ensure that maintenance and visitor services personnel work in liaison to provide assistance and services to park visitors.
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