



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Park Maintenance Supervisor	549-938-6229-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Diego Coast District	Park Maintenance Supervisor	S12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Diego South Sector	Silver Strand State Beach	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required		Senior Environmental Scientist
☒ Housing is not available		
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 Environmental Scientist, the Park Maintenance Supervisor is responsible for the planning of preventive maintenance and repair of facilities at Silver Strand State Beach and Campground, Border Field State Park and Tijuana Estuary Natural Preserve. The Park Maintenance Supervisor is also responsible for management of both funds and resources, ensuring that the Parks are safe. The reporting location is the Maintenance Shop at Silver Strand State Beach.		
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	
40%	SUPERVISION Plan, supervise and direct the overall Maintenance and Groundskeeping functions within the sector, Supervise maintenance staff and special program crews. Participate in recruitment activities and balanced Interviews to select staff. Conduct performance evaluation of employees. Provide employee counseling, initiate discipline, and take action to rectify personnel-related problems such as grievances or complaints. Assign and review the work of subordinates and plan projects such as repair and maintenance of buildings, electrical systems, plumbing, lighting, HVAC, landscape and grounds, resource protection and road maintenance. Responsible for staff scheduling and review and approval of staff timesheets and other personnel requests. Pursues and aggressive safety program for employees to follow. Schedule and attend staff meetings.	
25%	ADMINISTRATION Prepare, review and submit for approval program maintenance, equipment and special funding budgets and operational plans. Monitor expenditures of allocations, ensuring compliance with all policies, rules and regulations. Prepare contract specifications and other documents necessary for approval of service contracts. Prepare service agreements, interagency agreements, and other documents used to purchase supplies and receive services. Develop requests for maintenance expenditures for approval. Monitor contract compliance and ensure that all Maximo entries are completed.	
15%	FACILITIES MAINTENANCE Establish, manage, and implement a program for completing the scheduled maintenance of historic and non-historic buildings, structures, grounds, rounded, and systems. Generate plans, written specifications, and related documents for projects. Provide direction and control on state projects. Monitors and inspects grounds and facilities for compliance to all health department and Cal OSHA standards. Ensure compliance regarding the preservation and restoration of historic	

	structures. Ensure compliance with control orders and inspection of water and sewage treatment facilities and assure maintenance of all records.	
10%	RESOURCE MANAGEMENT Generate California Environmental Quality Act (CEQA/PEF) forms and as project manager for maintenance projects, work closely with District specialists to preserve integrity of facilities. Ensure that projects meet PRC 5024 standards and Secretary of the Interior Standards for Rehabilitation. Act as liaison with concessionaires to document and ensure that maintenance on state owned structures is performed meeting all applicable laws, policies, and the General Plan.	
5%	EQUIPMENT MANAGEMENT Reviews priorities for equipment repair, replacement and utilization. Delegate and monitor all scheduled and unexpected repairs, maintenance, and inspections. Ensure tools and equipment are inspected, accounted for, and maintained in safe condition, complying with State Park and manufacturer recommendations. Prepare documents necessary for the acquisition, replacement, and conversion of the Park's vehicles and equipment. Liaison with District Equipment Mechanic for fleet repair program.	
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		
Typical work activities may involve frequent and prolonged periods of standing and walking. May have moderate exposure to dirt, dust, fumes, unpleasant odors and/or loud noises.		
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