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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	Park Maintenance Chief I	549-941-6232-001
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Colorado Desert District	Park Maintenance Chief I	S12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Anza-Borrego Desert State Park	Anza-Borrego Desert State Park	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing May be available		Park Maintenance Chief III

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 III, Park Maintenance Chief I is responsible for the maintenance services function and immediate supervision of the maintenance staff at Anza-Borrego Desert State Park. The reporting location is the Borrego Palm Canyon Campground Maintenance Shop located in Anza-Borrego Desert State Park .

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
25%	**Supervision** Plans, directs, organizes, supervises and controls maintenance functions and activities. Hires, trains, and evaluates performance of maintenance personnel. Ensures maintenance staff submits timesheets for approval and by the due date. Participates in and provides safety meetings and acts as the Park Unit Safety Coordinator. Keeps Park Maintenance Chief III informed of specific problems and recommended solutions. Works cooperatively with other staff and supervisors.
25%	**Administration** Coordinates acility maintenance and equipment budgets. Submits the Park maintenance budget for inclusion in the district's annual budget. Participates in staff meetings and provides information regarding maintenance projects. Provides input for the facility maintenance and equipment budget. Maintains Park Unit keys for facilities, vehicles, residences and other equipment. Issues keys to seasonal and permanent employees. Completes CEQA or similar documents for specific projects. Prepares advertisements and specifications for contracts to accomplish repairs or construction projects. Participates in the District Employee Development Training. aintains records related to facility maintenance and equipment, including Maximo and Cat I expenditure tracking. Ensures monthly MAXIMO work orders are tracked and imputed.
15%	**Facility Maintenance** Plans, directs, organizes and schedules park unit facility maintenance programs to repair and maintain buildings, structures, roads, trails and systems. Ensures grounds and facilities are clean and meet Departmental standards. Assists with the water treatment plant as required. Acts as Unit Recycling Coordinator.

10%	**Purchasing** Supervises the procurement of parts and materials necessary to accomplish the unit maintenance program.
10%	**Equipment Management** Acts as Unit Property Custodian. Supervises the Unit equipment maintenance program. Ensures tools, vehicles and equipment are clean and properly maintained. eviews monthly equipment inspection forms and vehicle logs. Maintains Unit property records and participates in periodic inspections. Acts as liaison with the State Auto Inspector.

MARGINAL FUNCTIONS:

%	TASK/DUTIES
5%	**Safety-Hazardous Materials** Holds safety and accident prevention meetings. Conducts quarterly safety inspections. Reviews unit maintenance, employee and vehicle accidents, and acts to prevent recurrence. Acts as the Unit Hazardous Material First Responder and supervises unit hazardous materials management. Ensures employees follow applicable hazardous materials rules, regulations and policies. Supervises unit SDS, respirator, and confined spaces programs and training.
5%	**Resource Management and Real Property Management** Assists staff in unit resource management projects. Provides data for unit budgets and contracts for real property management. Participates in unit tree safety inspections and tree hazard reduction contracts.
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

May have extensive exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant orders, and/or loud noises. Office work and desk work as well as field visits, hiking to sites, working outdoors in all types of weather and seasons. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Typical work activities involve frequent and prolonged periods of sitting, standing and walking.

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

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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	Park Maintenance Supervisor	549-941-6229-XXX
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Colorado Desert District	Park Maintenance Supervisor	S12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Anza-Borrego Desert State Park	Anza-Borrego Desert State Park	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing May be available		Park Maintenance Chief III

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 III, Park Maintenance Supervisor is responsible for complex maintenance services and provide supervision to maintenance staff at Anza-Borrego Desert State Park. The reporting location is the Borrego Palm Canyon Campground Maintenance Shop located in Anza-Borrego Desert State Park .

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ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
30%	**Supervision** Plans, directs, organizes, and supervises maintenance functions and activities. Evaluates performance of maintenance personnel. Verify that all maintenance staff submit their time sheets for review and submit by deadline. Participates in and provides safety meetings and acts as the Park Unit Safety Coordinator. Communicates critical maintenance issues and resolution to the Park Maintenance Chief III,
25%	**Administration/Purchasing** Coordinates complex facility maintenance and assists with equipment budgets. Participates in staff meetings and provides information regarding maintenance projects. Provides input for the facility maintenance and equipment budget. Maintain keys for facilities, vehicles, residences and other equipment. May assist with the issuance of keys to seasonal and permanent employees. Prepares advertisements and specifications for contracts to accomplish repairs or construction projects. Participates in the District Employee Development Training. Maintains records related to facility maintenance and equipment, including Maximo and Cat I expenditure tracking. Supervises the procurement of parts and materials necessary to accomplish the unit maintenance program.
15%	**Facility Maintenance** Plans, directs, organizes and schedules park unit facility maintenance programs to repair and maintain buildings, structures, roads, trails and systems. Ensures grounds and facilities are clean and meet Departmental standards. Assists with the water treatment plant as required. Acts as Unit Recycling Coordinator.
15%	**Equipment Management**

	Acts as Unit Property Custodian. Supervises the Unit equipment maintenance program. Ensures tools, vehicles and equipment are clean and properly maintained. Reviews monthly equipment inspection forms and vehicle logs. Maintains Unit property records and participates in periodic inspections. Acts as liaison with the State Auto Inspector. Ensures monthly MAXIMO work orders are tracked and imputed.
MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	**Safety-Hazardous Materials** Holds safety and accident prevention meetings. Conducts quarterly safety inspections. Reviews unit maintenance, employee and vehicle accidents, and acts to prevent recurrence. Acts as the Unit Hazardous Material First Responder and supervises unit hazardous materials management. Ensures employees follow applicable hazardous materials rules, regulations and policies. Supervises unit SDS, respirator, and confined spaces programs and training.
5%	**Resource Management and Real Property Management** Assist staff with Completes CEQA or similar documents for specific projects. resource management projects. Provides data for unit budgets and contracts for real property management. Participates in unit tree safety inspections and tree hazard reduction contracts. Complete CEQA or similar documents for specific projects.
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

May have extensive exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant orders, and/or loud noises. Office work and desk work as well as field visits, hiking to sites, working outdoors in all types of weather and seasons. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Typical work activities involve frequent and prolonged periods of sitting, standing and walking.

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SPECIAL REQUIREMENTS:

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SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:
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EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE