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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Supervisor	549-691-6229-001
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Gold Fields	PMS	S12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Auburn Sector	Auburn State Recreation Area	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Superintendent 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 supervision of the State Park Superintendent II, the Park Maintenance Supervisor has responsibility for field supervision and day to day operations of the maintenance program for the Auburn State Recreation Area including: the Mammoth Bar OHV Area, Trails Crew, lake operations, purchasing, preparing service contract specifications, seasonal hiring, vehicle maintenance, whitewater operations, fire resiliency, coordination of projects with district environmental and cultural staff, Auburn Sector Burn Planning and related duties. The reporting location for this position is the Auburn Sector office located in Auburn, CA.

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** Assists in the planning, organizing and the directing of maintenance functions as well as related activities leading to the accomplishment of Sector goals and objectives. Provides first-level field supervision, including scheduling assigned permanent and seasonal maintenance personnel, and oversees maintenance programs and operations throughout the Sector. Serves as a liaison and coordinates with governmental agencies, including CAL FIRE and California Conservation Crews, to support the implementation of approved maintenance projects. Supports employee development through regular training, Reports of Performance, and Appraisal and Development Plans. Assists with recruitment and selection of maintenance services staff. Recruits and selects employees in conformance with the Department's Equal Employment Opportunity goals.
30%	**MAINTENANCE** Supervises the Auburn Sector's field maintenance program and assigned staff. Provides technical assistance and performs skilled trade work, as needed, to support the maintenance of Sector buildings, grounds, roads, lake facilities, and other structures. Communicates regularly with the Sector Superintendent and District Maintenance Chief to provide updates on the progress and status of field maintenance projects. Provides sector input to the District's maintenance program consistent with Departmental policy and procedure. Assists in the annual update of maintenance program records to reflect correct prices and changes in facilities
20%	**ADMINISTRATION** Assists in the preparation of the District's maintenance budget by recommending Category I, Deferred Maintenance, Roads and Equipment project lists.Prepares correspondence and maintains working knowledge of all relative policies, directives and strategic initiatives administered by the Department. Works with District Admin staff to prepare / draft purchasing

	documents for review by the Sector Superintendent, ensuring that proper purchasing methods are used. Oversee all purchases of supplies made by assigned maintenance personnel. Maintains a working knowledge of State Contracts, California Multiple Award Schedules (CMAS), State Stores and Cal-Card purchasing procedures. Participates in training as directed. Implements the Illness and Injury Prevention Program for all assigned Sector maintenance employees and is a member of the Sector Safety Committee. Ensure that all assigned maintenance personnel attend Tailgate Safety Meetings as required by the Division of Industrial Safety. Oversees the Sector's Computerized Asset Management Program (CAMP) and MAXIMO systems, including reviewing job plans, preventive maintenance schedules, and work orders for accuracy and completeness. Ensures the Sector's vehicle usage/mileage logs are recorded into the Vehicle Usage Report.
10%	**EQUIPMENT & HOUSEKEEPING** Assists with the Sector's equipment maintenance program following maintenance schedules for all assigned equipment and vehicles. Ensures that all equipment is maintained in a safe, clean, presentable and functional condition to enable it to be used for its intended purpose for the optimal length of time. Oversees Sector property records to ensure equipment is properly identified and accurately documented. Coordinates with the District Property Clerk to facilitate the addition of new equipment, surveying of obsolete equipment, and transfer of equipment to other locations as appropriate. Ensures surveyed equipment is disposed of in accordance with established procedures. Conducts regular inventories of all accountable property as required by Departmental policies and procedures. Directly supervises housekeeping operations throughout the Sector, including scheduling assigned staff and overseeing daily cleaning and maintenance of historic structures, public restrooms, picnic areas, campgrounds, and other facilities.

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

Auburn SRA consists mostly of steep river canyons with poison oak, ticks, rattlesnakes and extreme heat and cold. The incumbent will perform duties by vessel, raft (up to class 5 rapids), utility vehicle, ATV, truck and foot.

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