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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Park Maintenance Supervisor	549-741-6229-004
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
San Luis Obispo Coast District	Park Maintenance Supervisor	S12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Coastal Sector	San Simeon Visitor Center Maintenance Shop	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Park Maintenance Chief I

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 and supervision of the Maintenance Chief I, the Park Maintenance Supervisor plans, supervises and directs the maintenance functions for Hearst San Simeon State Park and Hearst Castle Visitor Center. The reporting location for this position is the San Simeon maintenance shop located at the Hearst Castle Visitor Center. The work schedule for this position is Sunday through Thursday, 7:00am – 3:30pm.

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** Supervises assigned staff responsible for performing maintenance and repair work on facilities, systems, roads, and grounds in accordance with published guidelines, industry standards, and Department policies and procedures. Develops and maintains employee work schedules to ensure adequate staffing levels and effectively responds to fluctuating workloads. Reviews and approves or denies time-off requests while ensuring employees have sufficient leave credits available. Plans, assigns, directs, reviews, and monitors work to ensure productivity and compliance with established Department standards, procedures, and policies. Provides employees with timely, constructive, and comprehensive oral and written feedback regarding job performance through regular monitoring of productivity, workload, and work quality. Provides appropriate training and staff development and ensures identified training needs are addressed within a reasonable timeframe. Provides orientation and guidance to new employees and works to establish and maintain a positive, professional working environment. Assists with overseeing the District's trails program and trail maintenance activities, as well as maintenance and repair activities associated with water treatment plants and lift stations.
30%	**Management** Manages the District's Maintenance Program, ensuring compliance with all applicable laws, rules, regulations, Departmental policies, and established procedures. Maintains regular communication with the direct supervisor and demonstrates a thorough understanding of the organizational structure, policies, and procedures of the State of California and the Department of Parks and

	Recreation. Inspects facilities, systems, roads, and grounds to ensure compliance with established guidelines and the Department's MAXIMO program. Remains current on applicable laws, rules, regulations, standards, policies, procedures, and maintenance practices necessary to effectively operate and maintain facilities, systems, grounds, and roads. Demonstrates an understanding of the safe operation of maintenance equipment and tools and instructs staff in appropriate safety practices and effective work methods. Identifies the maintenance needs of facilities, systems, roads, and grounds and takes appropriate action to assign staff and resources necessary to address those needs. Initiates, plans, and coordinates multiple projects efficiently, ranging from routine assignments to complex projects. Establishes effective communication and maintains positive working relationships with District Managers and Supervisors. Communicates effectively with employees, associates, and the public in a cooperative and non-confrontational manner, using calm and moderate tones and appropriate language.
20%	**<u>Administration</u>** Administers the District's Maintenance Program, ensuring compliance with all applicable laws, rules, regulations, and Departmental policies by completing timely, accurate, and effective reports, timesheets, work orders, schedules, memoranda, and other correspondence. Inputs, updates, and maintains current Sector facility, property, and equipment information in the Department's MAXIMO database. Coordinates and communicates with the State Auto Inspector and submits required documentation for the repair and procurement of Sector equipment. Coordinates with District administrative personnel to procure materials, tools, and equipment necessary for Sector operations. Develops contract specifications and works with the District Contract Specialist to complete public works and service contracts required for Sector operations. Responds to a variety of internal and external complaints, both verbally and in writing, and uses various computer software applications to complete assigned duties. Prepares and submits required environmental documentation for maintenance projects.
10%	**<u>Safety</u>** Provide and maintain a safe working environment in compliance with Department of Parks and Recreation (DPR) policies and the District's Injury and Illness Prevention Program (IIPP). Ensures the safety of employees and the public in and around facilities by identifying, addressing, and preventing unsafe conditions and hazards. Plans, attends, and conducts tailgate safety meetings as needed. Wears appropriate personal protective equipment and ensures that employees working under their direction do the same. Immediately identifies, isolates, and takes appropriate corrective action to address conditions that may pose a safety risk to employees or the public. Reports all injuries, including minor injuries, to the on-duty supervisor as soon as possible and completes required documentation. Attends required training, refresher courses, licensing programs, and testing as directed by DPR.
MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	Perform other job-related duties as necessary for operational continuity.
TYPICAL WORKING CONDITIONS	
Outdoor work is common. Typical work activities involve frequent and prolonged periods of standing and walking. Requires heavy physical work; heavy lifting, pushing, or pulling of objects up to 60 pounds. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors and/or loud noises. Incumbent may work in remote locations.	
TELEWORK DESIGNATION **This position is designated as: (Check one)**	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	

SPECIAL REQUIREMENTS:
Must possess a valid Class C driver's license. Incumbent may require heavy physical work including lifting, pushing or pulling.
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**