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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	Park Maintenance Supervisor (PI)	549-715-6229-902
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Santa Cruz District	Natural Resources General PMS (PI)	S12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Districtwide	Twin Lakes SB	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		Senior Environmental Scientist (Supervisory)

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 (Supervisor), the Park Maintenance Supervisor (PMS) supervises the Vegetation Management Crew (VMC) and is responsible for planning, organizing, assigning, and evaluating the work of subordinate staff. . May also oversee California Conservation Corps (CCC) crews, inmate crews, volunteers, contractors, and other labor resources assigned to vegetation management and natural resource projects. The incumbent performs advanced field work and complex technical assignments supporting the District's Natural Resource Program.

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%	**VEGETATION MANAGEMENT PROJECT WORK** Plan, coordinate, supervise, participate in and implement forest thinning and fuel hazard reduction hand crew projects. Operates and maintains a chainsaw, fells trees, cuts and carries vegetative debris, stacks burn piles and operates a brush chipper. Leads chainsaw training and safety meetings. Handles complex logistical projects and assignments. Provides directions to crews, tracks materials and labor hours. Communicates with crew members, works well as part of a team and directs crew activities.
25%	**PRESCRIBED FIRE PROJECT WORK** Supervises crew members in vegetated areas for managed fire including cutting trees and brush, will carry vegetative debris, rake litter and duff and digging fire lines. Performs leadership roles on burning and holding operations. Leads crews in fire environment, engages in wildland fire suppression actions and performs post-fire action including bone piling, mop up, and rehabilitation of fire lines. Stays current with wildland fire training, and physical ability to perform arduous work in smoky conditions.
15%	**HAZARD TREE REMOVAL, CAMPGROUND OPENING, ROADS AND TRAILS MAINTENANCE** Plans, coordinates, supervises and participates in hazard tree work and vegetation maintenance in areas that are undeveloped or developed and along roads and trails. Supervises and participates in hazard tree removal, trimming and mitigation work, which may include tree climbing and bucket work. Coordinates and oversees the removal and disposal of vegetative debris, through cutting, bucking, chipping, raking, hauling and pile constructions. Clears roads and trails of fallen trees, and prunes back encroaching vegetation. Operates, inspects and

	oversees the safe use and maintenance/repair of road and trail drainage structures including rolling dips, ditches and culverts. Ensures equipment is maintained in safe operating condition and that staff are trained in its use.
10%	**NATURAL RESOURCES MAINTENANCE** Plans, coordinates, supervises and participates in natural resource management, habitat restoration, and ecological enhancement in support of the District's resource management program. Assigns work, establishes priorities, and provides technical guidance to the VMC engages in vegetation, watershed, wildlife, and habitat restoration activities. Supervises crews performing a variety of restoration tasks. Acts as lead for varied natural resource projects and produces reports and maintains records for documentation.
10%	**TOOL, EQUIPMENT AND VEHICLE MAINTENANCE, HOUSEKEEPING AND VEHICLE OPERATION** Performs routing inspections, maintenance and minor repairs to hand tools, power tools, and personal protective equipment (PPE). Is lead coordinator for vehicle management and maintenance. Supervises crews and performs regular cleaning and inspections on assigned vehicles and equipment, and cleaning/housekeeping of shop areas.

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

The incumbent will spend most of the time working outside, bending, stooping, lifting, working with crews, working on fires and heavily involved in dealing with natural resource issues. This job includes the ability to perform a variety of manual labor work to restore and maintain natural resources, and requires working outdoors in inclement weather conditions and smoky conditions related to prescribed fire .

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. Operates a variety of vehicles and maintains a safe driving record. Must be skilled in making minor repairs, have knowledge of operating hand tools and small equipment, and can drive various vehicles in the operation of the work. Can independently operate and maintain equipment such as side-by-sides, tractors, mowers etc. Presents a positive attitude and sets the tone for a friendly and supportive work environment.

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**