



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field Division	State Park Equipment Operator	549-252-6389-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Great Basin District	State Park Equipment Operator	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Hungry Valley Sector	Hungry Valley State Vehicular Recreation Area	
STATE HOUSING		IMMEDIATE SUPERVISOR
State 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

This position works under the general direction of the Park Maintenance Chief and will operate a variety of heavy complex motorized maintenance and construction equipment. The reporting location for this position is 46001 Orwin Way, Gorman. This position may be required to work at any sector within the Great Basin District when needed. This position may be required to work with classifications outside of the maintenance series. This position may act as Lead Person when working with Park Maintenance Workers, Laborers, and Maintenance Aides. Employees who work to support State Vehicle Recreation Areas (SVRA) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and to help ensure program transparency, accountability, and compliance (TAC) goals are met. The incumbent's work schedule will be Tuesday to Friday from 6:00 a.m. to 4:30 p.m.

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%	EQUIPMENT OPERATION Operates bulldozers, water trucks, road graders, tractors, excavators, transports, loaders, dump trucks and other types of heavy equipment. Grades, discs, and compacts surfaces roads, trails, camping areas, several tracks and parking areas; Correct visitor safety hazards. Maintains records of project accomplishments and is familiar with the district's sensitive cultural or natural features and their locations. Typical tasks include, but are not limited to, maintenance and repair of asphalt roads, asphalt overlays, pothole crack repairs, crack sealing, sub-base and base material failures, and bank failures. Cleaning of ditches, drain drops and intersections. Removing of slide debris. Performing slope stabilization work; preparing areas for re-vegetation work. Cleaning up and removal of down trees in accordance with the Departmental downed tree policy. Loads and hauls salvage materials to appropriate storage areas and cleaning up woody debris. Responding to flood and winter storm conditions. Excavations for facility maintenance projects including trenching utility lines, installing leach fields, and digging up water and sewer main lines for repairs. Operational need may require long and unusual hours and being on call for emergency operations.
25%	RESOURCE MANAGEMENT Assist other park maintenance staff in accomplishing resource management projects which may include hauling equipment and supplies to project sites, equipment operation, leading seasonal crews, installing barricades, building fences, clearing and maintaining trails, clearing slides,

	building retaining walls, and tie-backs. Maintains good working knowledge of boundaries, land ownership, easements, rights-of-way and monitor activates of others to detect trespass, environmental concerns, or violations of lease or permit agreements.
15%	<u>EQUIPMENT MAINTENANCE</u> Performs required servicing and lubrication on all assigned heavy equipment under their operation. Performs minor repairs to heavy equipment while operating in the field. May assist Auto Mechanic in performing major repairs to equipment. Routinely troubleshoots equipment malfunctions and promptly reports all major repair needs to their Supervisor and the Auto Mechanic. Completes monthly vehicle inspections and files related paperwork.
15%	<u>ADMINISTRATION</u> Actively participates in the identification and prioritization of heavy equipment projects including time estimates, equipment requirements, material needs and personnel requirements. Prepares project work plans for more complex or technical work projects. Assists in the inspection and evaluation of roads and other facilities. May be called on to prepare purchase documents for the purchase of materials and tools or for the repair of heavy equipment in an accurate and timely fashion. Assist in preparing specifications for heavy equipment purchases. Follows District and Departmental personnel, accounting, and purchasing policies, practices and procedures. Performs monthly vehicle and equipment inspections. Maintains vehicle logs in accordance with the DPR equipment management program and the California Highway Patrol Preventative Maintenance Inspection Guide for Motor Carriers, this includes the Basic Inspection of Terminals program. Completes the above inspections and reports in an accurate and timely manner.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	<u>FACILITY MAINTENANCE</u> May be required to provide lead to State Seasonal Employees in the repair and maintenance of the District roads, trails, systems, and facilities. May be required to lead outside agency work crews who are accomplishing projects including: road brushing, storm damage clean-up, firebreaks, down tree removal, fencing projects. May need to assist other park maintenance staff in accomplishing facility maintenance projects, which may include digging ditches, laying pipe, minor construction, plumbing, painting and electrical work.
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	
Operate equipment in the field which includes rugged terrain, dust, mud, sand, cold in winter and hot in summer. Duties require use of tools of varied weight and perform many tasks with greasy parts and tools, while sometimes in uncomfortable positions. While performing the duties of the job, the employee is occasionally required to sit, push, pull, and balance. Frequently required to stand, walk, bend, squat, knee, balance, crawl, climb, crouch, twist and use hand or fingers feel or operate objects. Occasionally, heavy lifting (up to 50 lbs.) is required. Climbing stairs and ladders is occasionally required. Hand eye coordination is necessary to operate equipment.	
TELEWORK DESIGNATION:	
This position is designated as NOT Telework Eligible.	
SPECIAL REQUIREMENTS:	
Possession of a valid Class A commercial driver's license is required. This position is a uniformed classification and is required to maintain an appearance conforming to Department standards.	

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