



## DUTY STATEMENT

| DIVISION                | CLASSIFICATION  | POSITION NUMBER<br>(Agency-Unit-Class-Serial) |
|-------------------------|---|---|
| Northern                | State Park Equipment Operator<br>(SPEO)                   | 549-260-6389-001                              |
| DISTRICT/HQ SECTION     | WORKING TITLE   | CBID  |
| Gold Fields             | SPEO  | R12   |
| SECTOR/HQ UNIT          | REPORTING LOCATION  | INCUMBENT                                     |
| Prairie City Sector     | Prairie City State Park Vehicle<br>Recreation Area (SVRA) |   |
| STATE HOUSING           |   | IMMEDIATE SUPERVISOR                          |
| Housing may be required |   | Senior Park and Recreation<br>Specialist      |

### 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 Park and Recreation Specialist/Sector Manager, the State Park Equipment Operator (SPEO) is responsible for the operation and routine maintenance of assigned heavy equipment. The SPEO may be temporarily assigned to other park units within the district or assist other districts during emergencies and is expected to work with and train others in all aspects of the job. This position's reporting location is the Prairie City SVRA, 13300 White Rock Road, Rancho Cordova, CA. The work schedule is Wednesday through Saturday, 6:00 a.m. – 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  |
|-----|--|
| 30% | <b><u>FACILITY MAINTENANCE</u></b><br>Performs routine maintenance of roads and trails to ensure visitor safety, and access into the park for emergency response and medical aid. Maintains tracks and trails. Constructs and maintains fence lines, tracks, trails, and hill climbs. When necessary, remove and replace damaged waterlines, culverts, and fence lines. Waters and grooms all tracks, provides pre and post special event equipment work including track and obstacle course preparation and repair. This position is responsible for transporting and operating road graders, track dozers, heavy dump trucks, water trucks, backhoes, and a wide variety of other sophisticated heavy equipment in order to perform facility maintenance duties. |
| 30% | <b><u>RESOURCE MANAGEMENT</u></b><br>Performs steep slope restoration on hill faces to restore disturbed areas; implements erosion control, re-vegetation, and soil stabilization methods to prevent sediment from leaving park facilities and minimize erosion; constructs and maintains dams and sediment basins; and removes and relocates sediment from control basins annually and as needed to improve water quality and enhance habitat quality. Conducts projects using road graders, track dozers, dump trucks, water trucks, backhoes, and a wide variety of other sophisticated heavy equipment. Work may require compliance with project-specific permit requirements.   |
| 25% | <b><u>EQUIPMENT MAINTENANCE</u></b>  |

|   |   |             |
|---|---|-------------|
|   | Responsible for inspection, documentation, repair and cleaning of equipment assigned to park unit. Equipment operator will also be responsible for the collection of monthly travel/usage logs. Schedules repairs and tracks progress.  |             |
| 10%   | <b><u>ADMINISTRATION</u></b><br>Maintains repair records, equipment logs, fuel usage logs, vehicle inspection reports, ensures proper completion of purchasing documents, and approvals for equipment repairs and modifications from Fleet Administration. Maintains up to date Resource Protection logs. |             |
| <b>MARGINAL FUNCTIONS:</b>  |   |             |
| %   | <b>TASK/DUTIES</b>  |             |
| 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.  |             |
| <b>TYPICAL WORKING CONDITIONS</b>   |   |             |
| May have moderate exposure to unusual elements such as extreme temperatures, elevations, dirt, dust, fumes and/or loud noises.  |   |             |
| <b>TELEWORK DESIGNATION:</b>  |   |             |
| This position is designated as NOT Telework Eligible.   |   |             |
| <b>SPECIAL REQUIREMENTS:</b>  |   |             |
| Possession of a valid class A commercial driver's license is required and is subject to the Department of Transportation drug and alcohol testing program.  |   |             |
| 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. |   |             |
| <b>SUPERVISOR STATEMENT:</b>  |   |             |
| 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.  |   |             |
| <b>SUPERVISOR NAME (PRINT OR TYPE)</b>  | <b>SUPERVISOR SIGNATURE</b>   | <b>DATE</b> |
|   |   |             |
| <b>EMPLOYEE STATEMENT:</b>  |   |             |
| 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.  |   |             |
| <b>EMPLOYEE NAME (PRINT OR TYPE)</b>  | <b>EMPLOYEE SIGNATURE</b>   | <b>DATE</b> |
|   |   |             |