



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central Field	State Park Equipment Operator	549-250-6389-001
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Diablo Range District	State Park Equipment Operator	R12
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Hollister Hills Sector	Hollister Hills State Vehicular Recreation Area	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Senior Environment Scientist (Supervisory)
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the direction of the Senior Environment Scientist (Supervisory), the State Park Equipment Operator (SPEO) is responsible for maintenance of all roads and trails; excavation for facility projects; identification and prioritization of heavy equipment work projects; preparing project work plans; assisting in the inspection and evaluation of roads and other facilities; preparing purchase documents for materials and tools or for the repair of heavy equipment; assisting in preparing specifications for heavy equipment purchases; performing monthly vehicle and equipment inspections; maintaining vehicle logs; and leading seasonal work crews. As part of the Natural Resource team, the SPEO will support restoration and trail projects.</p> <p>The SPEO may be required to work at other units within the District or in different Districts in the case of emergencies. The working schedule is Thursday-Sunday from 6:30 AM-5:00 PM.</p>		
<b>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.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>40%</b>	<b>EQUIPMENT OPERATION</b> Use and maintain knowledge of the following equipment: Grader, Backhoe, SWECO Mini-dozer, Water truck, Dozers, Transport, Roller/Compactor, Excavator, Scrapers, Dump Trucks, Low beds, and any other construction and maintenance equipment. Grade tracks, roads and trails. Use disc harrow to prepare soil for building projects. Compact materials. Build roads and camping areas. Repair bank failures, install leach lines, excavate utilities for repair, perform culvert and/or ditch cleanout after storms, construct parking and or building pads. Responds to emergency operations in the park and throughout the state as needed. Hauls potable/non-potable water throughout the park. Assists District maintenance staff to complete projects such as water line repairs and digging electrical ditching.	
<b>20%</b>	<b>RESOURCE MANAGEMENT</b> Assists the resource team 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, and building retaining walls and tiebacks. Maintains good working knowledge of park boundaries and reports activities of trespass or environmental concerns.	

15%	<p><b>ADMINISTRATION</b></p> <p>Prepares estimates for material and equipment needed to complete projects. Prepares project work plans for complex projects and submits to supervisor or project manager for approval. Purchases materials required to properly maintain district roads, trails and heavy equipment (i.e. grader edges, bucket teeth, etc.) as directed. Completes P-Card and Voyager monthly logs and statements. Prepares scope of work for Project Evaluation Forms (PEF) for heavy equipment related projects and works with resources staff to ensure compliance. Performs monthly vehicle and equipment inspections. Maintain vehicle logs in accordance with the Parks and Recreation Equipment Management Program and the California Highway Patrol Preventive Maintenance Inspection Guide for Motor Carriers to include the Basic Inspection of Terminals (BIT) program. Works with the Heavy Equipment Mechanic (HEM) to complete BIT inspections and automotive reports in a timely manner. Prepares accurate timesheets and work reports when working outside of the sector.</p>
10%	<p><b>EQUIPMENT MAINTENANCE/FACILITY HOUSEKEEPING</b></p> <p>Keeps all assigned vehicles, equipment and tools cleaned, washed and properly stored. Performs required scheduled lubrication on all equipment assigned to the heavy equipment operation. Performs minor repairs and maintenance to vehicles and heavy equipment. Routinely troubleshoots equipment problems and reports major mechanical issues to HEM and Supervisor. Keeps office, work and storage locations clean and neat. Completes vehicle inspections and reports Vehicle Utilization Rate data as directed.</p>
10%	<p><b>SAFETY AND TRAINING</b></p> <p>Attends formal and informal District training programs and conducts safety tailgate sessions. Completes Task Hazard Analysis prior to beginning project work. Maintains current knowledge of State Park and Department of Transportation rules and regulations. Participates in department training programs. Trains other employees in equipment operation and standard safety procedures as directed by supervisor. Participates in formal and informal employee safety sessions and recommends and uses safeguards and safety equipment.</p>
<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>	
Work outdoors in various types of weather. May work in unpleasant conditions, hazardous situations, elevated heights or near fast moving machinery and traffic.	
<b>TELEWORK DESIGNATION</b>	
<b>This position is designated as: (Check one)</b>	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible	
<b>SPECIAL REQUIREMENTS:</b>	
<p>Possession of a Class A commercial driver's license is required. Required to participate in the DMV Pull Notice Program. Required to participate in the Department of Transportation drug and alcohol testing program. Normal duties may require travel and work in other park units within the district and may require working on weekends and holidays.</p>	

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