



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	State Park Equipment Operator	549-662-6389-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	State Park Equipment Operator	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Contra-Solano Sector	Mount Diablo State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input checked="" type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input type="checkbox"/> 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 of the Park Maintenance Chief I, the State Park Equipment Operator (SPEO) performs heavy equipment work for the for the Contra Solano units of the Diablo Range District as assigned. The SPEO may be assigned as project lead person. The SPEO operates various heavy and/or complex motorized equipment and is responsible for the care and maintenance of a variety of heavy and/or complex motorized equipment. The SPEO assists the Heavy Equipment Mechanic in routine and complex repairs and uses computers for records management. State housing is required in the execution of these duties.

The working schedule is Monday-Friday, 7:30 AM - 4:00 PM. The reporting location is the Mount Diablo State Park Service Yard on South Gate Road of Mount Diablo near Danville, CA.

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/FACILITY MAINTENANCE Operate loaders, bulldozers, road graders, dump trucks, and other types of equipment as assigned in the maintenance and construction of park facilities and infrastructure including parking areas, roads, road shoulders, boat launch ramps, beaches, culverts, pipelines, leach fields, and fuel breaks. Transports construction materials and equipment throughout District to assist other staff in the completion of their work. Supports fire suppression and control requests and assists in emergencies as directed.
30%	PROJECT MANAGEMENT Orders materials, schedules deliveries and tracks expenses/quantities of materials used. Enters appropriate information in Maximo when work orders and other projects are completed and participates in condition assessments of District roads. Assists with the preparation of Project Evaluation Forms and other environmental review documents related to assigned projects.
15%	EQUIPMENT MAINTENANCE/FACILITY HOUSEKEEPING 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 out in the field. Routinely troubleshoots equipment problems and reports major mechanical issues to supervisor. Keeps office, work and storage locations clean and neat.	
15%	SAFETY AND TRAINING Operates and maintains equipment in a safe and efficient manner and teaches safe equipment operation to other workers as needed. Attends formal and informal 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.	
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		
Typical work activities may involve frequent and prolonged periods of standing and walking. Work outdoors in various types of weather. May work in unpleasant conditions and hazardous situations, have moderate exposure to dirt, dust, fumes, unpleasant odors and/or loud noises, elevated heights or near fast moving machinery and traffic. May work with facilities maintenance staff on other projects as needed.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid California Class A driver license is required. Position is subject to Federal Drug and Alcohol Testing program. May require heavy physical work including lifting, pushing or pulling. May operate a boat to perform maintenance activities.		
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