



DUTY STATEMENT

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| DIVISION | CLASSIFICATION | POSITION NUMBER (Agency-Unit-Class-Serial) |
| Central Field | Skilled Laborer (PI) | 549-680-6212-902 |
| DISTRICT/HQ SECTION | WORKING TITLE | CBID |
| Diablo Range District | Skilled Laborer (PI) | R12 |
| SECTOR/HQ UNIT | REPORTING LOCATION | INCUMBENT |
| Diablo Range District | Diablo Range District Office | |
| STATE HOUSING: (Check one) | | IMMEDIATE SUPERVISOR |
| <input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available | | Senior Environmental Scientist (Supervisory) |
| SENSITIVE POSITION DESIGNATION: (Check if applicable) | | |
| <input checked="" type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961 | | |
| POSITION DESCRIPTION | | |
| <p>Under the supervision of the Senior Environmental Scientist (Supervisory), and in close collaboration with Facilities and other Program Specialists, the Skilled Laborer will act as Trail Coordinator for park units including, but not limited to, Mount Diablo State Park. The Skilled Laborer may lead seasonal and permanent intermittent crew members, youth corps crews, and volunteers.</p> <p>The reporting location for this position is 15751 Tesla Road, Livermore CA 94550.</p> | | |
| 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% | Trail Maintenance Performs a variety of manual labor and instructs crew members in the construction, maintenance and rehabilitation of trails and related features. This includes but is not limited to: performing maintenance and repair of tread and miscellaneous structures including fences, bridges, gates, and rock work; constructing and maintaining erosion control features including rolling dips and energy dissipation structures; and performing finish work following heavy equipment operations. | |
| 25% | Administration Follows work schedules, project schedules, and assists with overall project development. Completes required monthly reports and documentation in a timely manner (i.e., vehicle logs, gas logs, time sheets etc.). Attend and participate in scheduled staff meetings. Leads and documents safety meetings. Provides orientation, training, and leadership to crew members. Develop trail log and cost estimates, draft project agreements for approval, track project budget, and draft project progress reports for project manager. Procures materials and completes purchasing and contracting documents. | |
| 25% | Resource Management Performs and instructs crew members in resource management including, but not limited to: vegetation management, tree felling, bucking, pile preparation, and/or chipping; native plant and habitat management, collecting native seed, propagating plants and planting seedlings, eradicating invasive species, and performing landscape manipulation to support ecological restoration; wildlife habitat enhancement, supporting wildlife surveys, vegetation manipulation, and enhancement of habitat features. Prepare and hold fire lines for prescribed burns. | |

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| 15% | Equipment Operation and Maintenance | |
| | Operates and performs routine inspections and maintenance on light vehicles and other equipment to ensure equipment is safe and in proper working condition. Complete monthly vehicle inspections, mileage logs, and any repair requests. Lead and assist other staff with routine maintenance and minor repair of tools and equipment such as vehicles, chainsaws, brush cutters, gas powered wheelbarrows, generators and various hand tools. Performs and maintains inventories on assigned tools and equipment and identifies needed replacements. May assist the State Park Equipment Operator when they are operating small tractors, skid steers, and excavators. Keeps equipment, tools, shops, and other areas clean, orderly, and safe. | |
| 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 | | |
| Both in-office working conditions as well as fieldwork. Work outdoors in various types of weather; may be required to perform arduous field work in rugged, steep terrain Work in hazardous situations (e.g., around chainsaws, chemicals) Works at elevated heights or near fast moving machinery or traffic | | |
| 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 class C driver's license is required. | | |
| <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.</p> | | |
| 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 |
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