



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	State Park Equipment Operator	549-635-6389-XXX
DISTRICT/HQ SECTION	WORKING TITLE	CBID
North Coast Redwoods	Equipment Operator	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
District Wide Services	North Operations Center	
STATE HOUSING		IMMEDIATE SUPERVISOR
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 general direction of the Park Maintenance Chief I, the State Park Equipment Operator is part of the Roads crew and works throughout the district performing the full range of duties in the transporting and operation of all types of heavy equipment. This position transports and operates heavy equipment including, but not limited to, backhoes, graders, excavators, tractors, patch trucks, water trucks, vibratory rollers and dump trucks in the maintenance and construction of roads within the 21 State Park units of the North Coast Redwoods District. Works on temporary assignments in other Districts and may receive project specific supervision from maintenance Supervisors or Maintenance Chiefs of the receiving District. The work schedule is Monday through Thursday 7:00am to 5:30pm. The reporting location for this position is 500 Aubell Lane at the North Operations Center in Crescent City. The incumbent may also be required to spike or camp out when assigned to work at remote locations where commuting is not practical, or motel accommodations are not available.		
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	
40%	Road Maintenance and Reengineering/Equipment Operation Operate in a safe and competent manner all of the North Coast Redwoods District's heavy equipment including but not limited to the following: Low-bed transport, 634K Loader, John Deere 850 crawler dozer, Caterpillar 120M motor grader, International 8 YD dump truck, International 4 YD dump truck, John Deere loader/backhoe, John Deere 650 dozer, John Deere 210 Excavator, John Deere 80 Excavator, Dyanapac single-drum roller, SWECO dozer, Kubota KX94 excavator, Nissan trail excavator and any combination of truck and trailer or rental equipment. Remove land slide debris or pioneering roads over debris flows, replacing or installing road drainage systems including culverts, headwalls, energy dissipaters, drainage lenses, drain dips and pulling ditches where appropriate. Re-engineering and grading gravel and native road bases to achieve proper surface drainage including filling inboard ditches, pulling and removing outside berms, out sloping road surfaces, properly shaping switch backs, gravelling and compacting road surfaces. Annually installing and removing modular Bailey Bridges, repairing and installing facilities such as leach fields, water lines and underground electrical lines. Cleaning up and removal of down trees in accordance with the down tree policy includes bucking up trees to clear	

	roadways and public use areas, falling of hazard trees loading and hauling salvage materials to appropriate storage areas and cleaning up woody debris. Transporting equipment and materials throughout the district including heavy equipment, logs, rock, gravel, soil, lumber, etc.
25%	Resource Management/ Trails Assist in the pulling or removal of backcountry roads with guidance from the Park Maintenance Chief I, which requires operating of dozers equipped with U-shape blades and operation of a tracked excavator for the purpose of reestablishing the natural contours of the landforms. Operates dozers and motor graders to install drainage structures such as drain swales and drain dips. With guidance from the Park Maintenance Chief, I assist in the installation of stream bank stabilization structures and instream structures including operation of loaders, excavators and dozers to install log and rock groins, log deflectors, rock clusters, log and rock weirs, etc.
20%	Equipment Maintenance Performs required servicing and lubrication maintenance on all heavy equipment under their operation. Performs minor repairs to heavy equipment while operating it in the field including hydraulic hose replacement, windshield replacement, tire repairs, brake line repairs, trailer decking repairs and simple wiring repairs. May assist the Heavy Equipment Mechanic in performing major repairs to equipment. Routinely troubleshoots equipment malfunctions and promptly reports all major repair needs to their supervisor or Heavy Equipment Mechanic.
10%	Administration Actively participates in the identification and prioritization of heavy equipment work projects including road inventories, road prescriptions, flagging prescriptions, contractor oversight, cost estimation, equipment specification, material needs and personnel requirements. Participate in the yearly and monthly scheduling process by preparing draft schedules. Prepares project work plans for the more complex or technical work projects and completes a task hazard and resource hazard analysis prior to each major or technical work project. Attend Maintenance staff meetings and actively participate by soliciting agenda items, completing action item assignments and discussing issues related to job assignments or Section goals and objectives. Occasionally prepares purchase and contract documents SPO's and 285's for the purchase of materials and tools or for the repair and rental of heavy equipment in an accurate and timely fashion. Following proper purchasing procedures, uses a Cal Card to purchase minor equipment parts and materials for road maintenance projects. Performs vehicle inspections and maintains vehicle logs in accordance with the DPR equipment management program and the California Highway Patrol Preventive Maintenance Inspection Guide for Motor Carriers. May assist the Supervisor in the preparation of the Category I and deferred maintenance road budget as well as the Equipment Replacement Budget. Duties may include assisting in the inspection and evaluation of road facilities, developing road logs/inventories, prescribing corrective measures and preparing specifications for heavy equipment purchases.
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	
Work outdoors in various types of weather. May work in unpleasant conditions, hazardous situations, elevated heights or near fast moving machinery and traffic.	
TELEWORK DESIGNATION:	
This position is designated as NOT Telework Eligible.	
SPECIAL REQUIREMENTS:	
Required to possess a valid, unrestricted California Class 'A' Driver's license with air brake and tank endorsement for interstate travel and maintain a California medical certification DL51, valid for Interstate travel. Commercial driver's license endorsement for tanks is required. The incumbent is required to comply with all State and Federal Motor Carrier laws, regulations and procedures.	

Required to participate in the DMV Pull Notice Program. Required to participate in the Dept. Of Transportation DOT) drug testing program. This position will be subject to the Federal Drug and Alcohol Testing Program. May be required to travel throughout the North Coast Redwoods District.

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