



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	State Park Equipment Operator	549-935-6389-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
District	SPEO	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Diego Coast District	District	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Park Maintenance Chief III
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
This position works under the supervision of the Park Maintenance Chief III. The State Park Equipment Operator (SPEO) will perform heavy equipment operation, transportation, safety and training for the entire San Diego Coast District and assist at other Districts when needed. The State Park Equipment Operator reports all relevant equipment operations to the Chief to assist in coordination, scheduling and prioritizing. Keeps a published schedule that is shared. The SPEO responds to emergencies as requested and works closely with Supervisors at each unit to ensure positive outcomes for each project.		
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%	Operation of Heavy Equipment The State Park Equipment Operator is responsible for operating backhoes, bulldozers, graders, dump trucks, front end loaders, tractors, mowers, beach rakes, skid steer and street sweepers. Responsible for maintaining and repairing roads and parking areas, fuel breaks, erosion control, culverts and drainage systems, sand management, weir cleaning, beach and trail maintenance and repair. These duties are accomplished to keep the facilities in a high state of repair to provide for the safety and enjoyment of the public.	
25%	Equipment Transportation, Training and Safety Transports heavy equipment, vehicles, miscellaneous equipment, construction materials and supplies to and from units in the District, job sites, authorized repair facilities and occasionally through the State. The equipment operator assists in the training of other employees in the operation of the equipment. They maintain a safety program that will include knowledge and use of safety precautions. May be assigned to coordinate and document training and safety meetings. Keeps and maintains records of the training and safety meetings.	
20%	Equipment Maintenance Inspect and maintain equipment assigned for use. Performs scheduled preventative maintenance and minor repairs to the assigned equipment. This task includes but is not limited to oil and filter changes, lubes, checking and refilling of all equipment fluids. Assist in maintaining equipment and vehicles to ensure that the equipment is ready and available for use when needed. Wash and clean state vehicles and equipment.	

10%	Administrative Completes routine paperwork such as DPR 921 timesheet, vehicle usage monthly reports and monthly vehicle inspection sheets. Actively participates in staff meetings, attends training refreshers and classes as required to complete job assignments in a safe and effective manner. Provides information and date input to maintain the Facility Management Maximo computer program. Reads and stays current with departmental and district policies, rules, regulations and procedures.	
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		
Performs outdoor work often in inclement weather. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. May work in remote locations.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
The State Park Equipment Operator is required to maintain a valid California Class “A” driver’s license with all proper endorsements related to the use of the specific equipment being operated. This position is subject to the Commercial Driver’s License Alcohol and 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.		
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