



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Skilled Laborer (LT)	549-915-6212-915
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles District	Trails Skilled Laborer	R-12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Districtwide	Malibu Creek State Park-Blandings house	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Park Maintenance Supervisor
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 direct supervision of the District Roads & Trails Park Maintenance Supervisor, Angeles District. The primary duties of the Skilled Laborer include but are not limited to duties associated with the Angeles District Roads and Trails Program as outlined below. The reporting location for this position is Malibu Creek State Park located at 1925 Las Virgenes Road, Calabasas CA 91302. As part of their normal duties, persons assigned to this position may be required to report to specific project sites located throughout the district. When working at remote sites, they may be required to stay at spike camp facilities. The incumbent will lead and train a crew of maintenance employees and youth corps, as well as perform records tracking and submission of daily work tasks. Duty hours are 7:00AM to 5:30PM, Wednesday-Wednesday. This position is a 12-month limited-term position that may be extended and/or become permanent.		
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%	Trail Maintenance & Trail Project Implementation Provide daily operational direction and assignment of seasonal employees and youth corps partners. Responsible for scheduling of work assignments to ensure that project deadlines are met. Provide leadership by counseling, assisting in performance appraisal and evaluation, planning and scheduling of work assignments, follow-up, review and inspection of completed work or work in progress. Routinely plan, organize and direct a variety of construction and maintenance work projects such as construction of bridges, puncheons, safety railings, steps, retaining walls, seasonal bridges, turnpikes, causeways, trail reroutes, logging out, brushing, trio maintenance, drainage structure construction, water bars and other types of erosion control. Perform trail layout and design, using such equipment as clinometer, transit, and measuring equipment. Work fire damaged trails and must be able to operate a chainsaw at a high skill level. Participate in safety tailgate meetings and performance of task and resource hazard analysis on a per project basis.	

	Act as a technical advisor/lead person for interagency, joint agency, volunteer and advocate trail projects. Assists in organizing and leading California Conservation Corps (CCC) and youth corps Backcountry Trail Crew projects including the set up and break down of spike camp operations and facilities. Responsible for coordinating and communicating their trail projects with the respective park unit staff and for ensuring that all trail work performed under their direction complies with the State's Trail and ADA guidelines with the approval of the Trails Park Maintenance Supervisor.
25%	Equipment Operation & Maintenance Lead and assist other staff with routine maintenance and minor repair of tools and equipment such as pick-ups, chainsaws, brush cutters, gas powered wheelbarrow, generators, pionjar rock drill, grip hoist and rigging equipment, and various trail hand tools. Inspect, operate, and maintain equipment used in the performance of maintenance activities. Maintain tools, equipment, and work areas in a safe, clean and efficient condition. Maintain all State-owned or operated equipment in accordance with manufacturer's recommendations. Perform minor vehicle repairs, daily and monthly inspections, schedule repairs, and maintain records during periods of use.
20%	Road Maintenance & Construction Act as a ground support person for heavy equipment operation including but not limited to loaders, backhoes, road graders and dozers. Performs service truck operation, culvert maintenance, fire road brushing, equipment maintenance and a wide variety of support duties for the equipment program. Assist the Equipment Operator as a Swamper. Under the Equipment Operators guidance, the Swamper may operate heavy equipment within a closed park worksite and fills out a Task Hazard Analysis prior to operating equipment to identify any potential safety hazards.
10%	Administration Maintain daily inventories of tools used on projects, keep daily work logs of Maximo actuals and submit weekly bullets of work accomplishments, and assist the Trails Park Maintenance Supervisor in recording actuals in Maximo program. Perform annual road and trail safety inspections and database input. Maintain gas and vehicle logs. Assist the Trails Park Maintenance Supervisor in the identification of trail maintenance projects including pre-field projects, work prescriptions, project time and cost estimating, project beginning, during and ending photo documentation, needed materials, tools and personnel. May assist supervisor in project schematic drawings, grant proposals and CEQA documentation data. Assist with materials purchasing for the road and trail program and complete purchase documents (P-card, Purchase Orders, 285's and Fi\$cal reconciliation). Attend meetings and training sessions. Complete employee time and attendance reports in a timely manner generated on computer. Assist in seasonal hiring and preparation of seasonal crew evaluations.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Maintain the highest standards of cleanliness of all park facilities. Ensure the cleanliness, organization, and serviceability of historic buildings, public use areas, toilets, and shops. Sweep and maintain roads, service, and employee areas by performing and/or directing litter pick up, vehicle washing, refuse collection/disposal and cleaning activities. Maintain ordered and sanitary spike camp in remote locations including dishwashing, wiping down surfaces, refilling water, collecting and splitting firewood, micro trash, setting up, securing, and maintaining camp and personal tents.
TYPICAL WORKING CONDITIONS	
Typical work activities involve frequent periods of hiking over uneven or steep terrain, digging, bending, stooping, carrying heavy loads and lifting. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises.	

May work and camp in remote locations as well as during in all types of weather conditions. May require heavy physical work including lifting, pushing or pulling.		
TELEWORK DESIGNATION This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS: Possession of a valid class C driver's license is required.		
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