



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	State Park Equipment Operator	549-915-6389-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles District	State Park Equipment Operator	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Santa Monica Bay Sector	Malibu Creek State Park 1925 Las Virgenes Rd., Calabasas, CA, 91302	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ 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 (SPEO) is responsible for maintenance of all roads and trails; excavation for facility projects; identification and prioritization of heavy equipment work projects; preparing project work plans; assisting in the inspection and evaluation of roads and other facilities; preparing purchase documents for materials and tools or for the repair of heavy equipment; assisting in preparing specifications for heavy equipment purchases; performing monthly vehicle and equipment inspections; maintaining vehicle logs; and leading seasonal work crews. As part of the Santa Monica Bay Sector, the SPEO will support specialized beach grooming operations. The SPEO may be required to work at other units within the District or in different Districts in the case of emergencies. The working schedule is Thursday-Sunday from 6:30 AM-5:00 PM.		
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%	EQUIPMENT OPERATION Use and maintain knowledge of the following equipment: Grader, Backhoe, SWECO Mini-dozer, Water truck, Dozers, Transport, Roller/Compactor, Excavator, Scrapers, Dump Trucks, Low beds, and any other construction and maintenance equipment including sand/beach grooming machines. Grade tracks, roads and trails. Operate heavy-duty crawler tractors, industrial rubber-tired loaders, and specialized beach-cleaning attachments to groom public beaches. Remove hazardous materials, marine debris, kelp overgrowth, sharp objects, plastics, and trash from the sand line utilizing heavy equipment machines while minimizing sand erosion. Grade and level uneven terrain, sand berms, and washouts caused by high tides, storms, or heavy public use to eliminate tripping hazards and ensure emergency vehicle access lanes. Use disc harrow to prepare soil for building projects. Compact materials. Build roads and camping areas. Repair bank failures, install leach lines, excavate utilities for repair, perform culvert and/or ditch cleanout after storms, construct parking and or building pads. Respond to emergency operations in the park and throughout the state as needed. Haul potable/non-potable water throughout the park. Assist District maintenance staff to complete projects such as water line repairs and digging electrical ditching.	
30%	RESOURCE MANAGEMENT	

	Assist the Natural/Cultural Resources and District Facilities Development team staff in accomplishing Natural/Cultural resource management projects which may include hauling equipment and supplies to project sites, equipment operation, leading seasonal crews, installing barricades, building fences, clearing and maintaining trails, clearing slides, and building retaining walls and tiebacks. Maintain good working knowledge of park boundaries and report activities of trespass or environmental concerns.
15%	EQUIPMENT & FACILITIES MAINTENANCE: Inspect and maintain equipment in a clean, safe and reliable operating condition. Perform routine service and repairs; as well as coordinate major repairs with the Heavy Equipment Mechanic and assist when necessary. Assist other park maintenance staff in accomplishing facility maintenance projects which may include digging ditches, laying pipe, minor construction, plumbing, painting and electrical work, brushing and pruning.
10%	ADMINISTRATION Prepare estimates for material and equipment needed to complete projects. Prepare project work plans for complex projects and submits to supervisor or project manager for approval. Purchase materials required to properly maintain district roads, trails and heavy equipment (i.e. grader edges, bucket teeth, etc.) as directed. Complete P-Card and Voyager monthly logs and statements. Prepare scope of work for Project Evaluation Forms (PEF) for heavy equipment related projects and works with resources staff to ensure compliance. Perform monthly vehicle and equipment inspections. Maintain vehicle logs in accordance with the Parks and Recreation Equipment Management Program and the California Highway Patrol Preventive Maintenance Inspection Guide for Motor Carriers to include the Basic Inspection of Terminals (BIT) program. Work with the Heavy Equipment Mechanic (HEM) to complete BIT inspections and automotive reports in a timely manner. Prepare accurate timesheets and work reports when working outside of the sector. Execute specialized grading plans around sensitive coastal areas, matching exact slope requirements to prevent disruption to local marine and wildlife habitats.
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 environment is an office/contact station setting, using computers, telephone and other business equipment. Typical work activities involve frequent and prolonged periods of sitting. Typical work involves extended telephone conversations and keyboard operation. Must meet many deadlines within short time frames. Hand dexterity to use telephone, keyboard and calculators are common requirements. Move about, stand, reach, stoop or bend. Use fine motor skills for computer or office machine use. Lift supply boxes with minimum weight of 10 pounds to maximum weight of 50 pounds. Use of hand cart to move supplies over 10 pounds of weight. Requires reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. May involve some exposure to aggressive visitors. Will work outdoors in unpredictable weather ranging from extreme heat to extreme cold. May come in contact with wild animals. This is a uniformed position and uniform standards must be met. Must be willing to work weekends, nights, and holidays as necessary.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	
SPECIAL REQUIREMENTS:	

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