



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	State Park Equipment Operator	549-720-6389-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey District	State Park Equipment Operator	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Monterey District	Ixshenta State Park	
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 State Park Equipment Operator (SPEO) position is assigned to the Roads and Trails program of the Monterey District. This position works under general direction of the Monterey District Park Maintenance Chief III and works closely with the Roads and Trails Park Maintenance Supervisor. The incumbent is responsible for the operation and routine maintenance of assigned heavy equipment. May act as crew leader for seasonal and other entry level staff in the course of routine activities. Other occasional duties for this position include attending staff meetings, assisting in emergency activities (rescue, first aid, etc.), preparing and leading safety or accident prevention meetings, training/orienting new or entry level staff and responding to questions from park visitors. The reporting location for this position is Ixshenta State Park but will be required to work at other locations throughout the district as assigned.		
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 Operate bulldozers, road graders, heavy trucks, transports, loaders, other types of heavy equipment, and a variety of other specialized equipment. Grade roadways and trails and perform repairs. Perform road and parking lot sand removal. Mow roads and fields. Prepare ditches and excavations for the installation of underground facilities/systems and culverts. Maintain stormwater systems. Operate light equipment such as chain saws and mowers. Participate in resource management projects.	
30%	EQUIPMENT MAINTENANCE Inspect and maintain equipment in a clean, safe, and reliable operating condition. Perform routine repairs and coordinate major repairs with the District Maintenance Chief, assisting as required to accomplish necessary work. Coordinate the Biennial Inspection of Terminals (BIT inspections) with the California Highway Patrol. Coordinate periodic truck checks per CARB CTC (California Air Resources Board Clean Truck Check) program requirements.	
15%	FACILITY MAINTENANCE 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 Maintain equipment operation records. Complete vehicle accident reports. Maintain files on activities. Prepare and submit monthly time sheets, individual development plans, purchase documents, budget requests, and other administrative documents. Track work activities and make required CAMP entries. Prepare and attend safety meetings and training programs as scheduled and directed.	
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		
May be required to work on Saturdays, Sundays, holidays and irregular hours to provide coverage for emergency needs, special projects, and lead worker support when needed.		
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. Possession of a valid California class A commercial driver's license is required. Position is subject to the Federal Drug and Alcohol 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