State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Strat Planning & Rec Services	Skilled Laborer	549-336-6212-902
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Headquarters	Skilled Laborer	R12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Statewide Trails Program	McClellan Business Park	
STATE HOUSING		**IMMEDIATE SUPERVISOR**
State Housing is not available		Staff Park and Rec Specialist

SENSITIVE POSITION DESIGNATION (Check if applicable)

☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

The Skilled Laborer performs statewide field inventory, assessment, and categorization of roads, trails, facilities, and associated infrastructure within the California State Park system. The work requires sustained physical labor in the field and the practical knowledge needed to identify and evaluate facility types, construction features, mechanical and operational characteristics, and maintenance-related conditions. The incumbent uses this knowledge to accurately document and categorize infrastructure in the department's inventory and Geographic Information Systems (GIS). Using GIS and GPS tools to support fieldwork, the incumbent must be able to accurately collect data and locate, access, recognize, and understand the facilities and infrastructure being inventoried. This position may coordinate or work with park staff and the department's Statewide Crews Unit on field-based maintenance, construction, and reconstruction activities, as assigned. The position also receives departmental trails training relevant to trail design, construction, maintenance, and the identification of road, trail, drainage, erosion control, and other infrastructure features. This position is part of the Strategic Planning and Recreation Services Division and works under the Supervision of the Staff Park and Recreation Specialist and the lead of an Associate Landscape Architect. This position will frequently work at remote locations to efficiently complete task assignments.

This position is required to work nights, weekends, and odd hours and overtime in accomplishment of assigned tasks. This position will also spike camp, tent camping, at campgrounds and remote locations, at work sites throughout the State. Spike camping will be required every night for all work shifts. Working hours are eight day working shifts, consisting of 10-hour work days, 0700 to 1730 Wednesday to Wednesday with six days off between shifts.

The reporting location for this position is McClellan Business Park, 4940 Lang Avenue, Sacramento, CA 95652, with extensive travel and long-term project coordination at any California State Park.

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, TRAIL AND OTHER FACILITIES INVENTORY AND FIELD ASSESSMENT** Conduct field inventory and assessment of roads, trails, facilities, and associated infrastructure throughout the California State Park system. Perform physically demanding fieldwork that includes walking extensive distances over park roads, trails, steep and uneven terrain, and areas with difficult or limited access to locate and reach infrastructure. Identify and document facility locations, types, construction features, observable conditions, and maintenance-related issues. Inventory features may include trail and road structures, drainage features, erosion and erosion control, water crossings, signage, utility systems, buildings, and other structures. Apply practical knowledge of facility construction, mechanical and operational characteristics, and maintenance requirements to recognize features and record accurate information. Use GPS, GPS collection applications, GIS-supported tools, and the department's inventory database to record field observations. Identify conditions or issues that may warrant further evaluation and communicate potential maintenance needs or observations to appropriate staff.
40%	**ROAD, TRAIL AND OTHER FACILITY CATEGORIZATION AND ATTRIBUTION** Determine and record appropriate categories and attributes for roads, trails, facilities, and associated infrastructure throughout the California State Park system. Conduct field verification and review maps, brochures, aerial imagery, existing inventory information, and information provided by park staff. Walk and inspect roads, trails, and facility locations to verify their identity, function, construction characteristics, and relationship to surrounding infrastructure. Use practical knowledge of road and trail design, construction, maintenance, facility systems, and infrastructure components to distinguish and properly categorize features. Apply departmental trails training and field experience to identify trail and road elements, structures, drainage, water crossings, erosion-control features, and other associated facilities. Enter and maintain accurate attributes in GPS collection applications, GIS-supported tools, and the department's inventory database. The work requires field-based judgment and infrastructure knowledge; it is not limited to transferring location information or entering data.
10%	**INVENTORY PLANNING AND FIELD LOGISTICS** Coordinate with local park staff and project leads to plan and carry out statewide field inventory assignments. Confirm facility locations, routes and means of access, site conditions, seasonal or operational restrictions, project schedules, and overnight accommodations. Plan field activities to account for remote locations, extensive walking distances, difficult terrain, limited access, weather, and other conditions that may affect safe and effective completion of the work.
5%	**HOUSEKEEPING AND EQUIPMENT CARE** Keep work areas, project sites, vehicles, equipment, tools, shops, and other assigned areas clean, orderly, and safe. Maintain and properly care for field equipment and tools used to complete inventory and field assignments, and report damaged or unsafe equipment or conditions.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	**FIELD OPERATIONS SUPPORT AND OTHER JOB-RELATED DUTIES** Perform other job-related duties, as assigned and commensurate with the classification, to support operational continuity. As needed, work with the department's Statewide Crews Unit or other field staff on road and trail maintenance, reconstruction, and construction activities. Tasks may include physical labor associated with maintaining or improving roads, trails, drainage features, structures, and related infrastructure, using appropriate tools, equipment, and established safety practices. Apply departmental trails training and field experience to support trail work and recognize infrastructure features relevant to inventory and maintenance. Attend staff meetings and training and complete administrative paperwork necessary to meet operational

	needs.

TYPICAL WORKING CONDITIONS

Typical work activities will involve frequent and prolonged periods of standing and walking along multiple miles of park roads, trails, and other park locations. Fieldwork may require travel over steep, uneven, rugged, or unmaintained terrain and access to remote facilities or infrastructure with difficult or limited access. The incumbent must be able to sustain physically demanding outdoor work while carrying or using field equipment as required. Typical working conditions are outside with potential exposure to cold, rain, intense sun, heat, and high winds as well as potential environmental exposure to noxious plants such as poison oak and biting insects. The work schedule will be eight day working shifts, consisting of 10-hour work days, Wednesday to Wednesday, with six days off between shifts. This position is required to work nights, weekends, and odd hours and overtime. This position will also spike camp at campgrounds and remote locations throughout the State. Spike camping will be required every night for all work shifts.

TELEWORK DESIGNATION:

This position is designated as NOT Telework Eligible.

SPECIAL REQUIREMENTS:

Possession of a valid class C driver's license is required. The ability to read, write and understand the English Language is required. The incumbent must be able to work outdoors in remote locations and perform the fieldwork described in this duty statement, with or without reasonable accommodation. Familiarity with roads, trails, facilities, construction features, maintenance practices, and field data-collection tools is beneficial to the performance of assigned duties.

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