



# Conejo Recreation & Park District

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PH: (805) 495-6471 FAX: (805) 497-3199 [www.crpdp.org](http://www.crpdp.org)

## **EQUIPMENT OPERATOR**

**Open** (One full time position, weekend work may be required)

**Salary Range (5 steps): \$34.44 - \$41.86 / hour**

**Final Filling Date: Sunday, December 28, 2025, 11:59p.m.**

**Apply online: [www.crpdp.org/hr](http://www.crpdp.org/hr) (follow link on CalOpps)**

### **Summary**

Under general supervision, operates a variety of heavy equipment in landscape/building maintenance and construction in support of the operations of Recreation, Grounds, Maintenance, and Ranger divisions; performs heavy manual labor in the construction and maintenance of park facilities; and performs other related duties as assigned.

### **Essential Duties and Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Operates heavy equipment such as backhoes, skip-loaders, trucks, bulldozers, grading tractors, trenchers and related equipment in the construction and maintenance of the District's parks and open spaces.
- Operates end-loaders, cranes, road graders, boom trucks, forklifts, 10-wheel dump trucks, cherry pickers, asphalt rollers, split-axle trucks and concrete chainsaws; maneuvers equipment and raises, lowers and tilts attachments.
- Operates tractors equipped with attachments to turn over, level and distribute earth in weed abatement, in-fill and other projects; brings terrain to specified grade through a variety of approved methods.
- Operates assigned equipment to uncover and help repair broken water and sewer lines; repair erosion damage to trails, paths, parking lots and other areas; renovates athletic fields.
- Performs operational and safety checks and minor repairs on assigned equipment and reports the need for major maintenance.
- Performs manual landscape/building maintenance and construction tasks.
- Maintains a variety of logs and records.

### **Other Duties and Responsibilities**

- Assists Maintenance and Grounds workers with their duties.
- Instructs and supervises employees learning to operate equipment.
- May be required to drive a District or personal vehicle.
- Non-exempt employees may be required to work overtime.
- Participates during disasters or when emergency response is needed.
- Performs related duties as assigned.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

**Education/Experience:** A typical way to obtain the knowledge and abilities would be: graduation from high school or GED equivalent, and two years of experience in the skilled operation of heavy construction and maintenance equipment; or an equivalent combination of education and experience.

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**Language Ability:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively in training employees or contract workers regarding the safe operation of equipment.

**Math Ability:** Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to calculate weight measurement, volume and distance.

**Reasoning Ability:** Ability to use common-sense understanding to carry out instructions provided in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### Certificates and Licenses:

- Valid California Class A driver's license with current medical certification, a good driving record and current automobile insurance.
- The employee is subject to Department of Transportation requirements including drug and/or alcohol testing and must comply with all applicable drug and alcohol policies, procedures, laws, rules and regulations.
- Department of Justice fingerprint clearance.
- All new full-time candidates require satisfactory completion of pre-employment functional capacity examination.

**Other Required Skills:** Use of word processing and spreadsheets programs.

**Supervisory Responsibilities:** Supervisory responsibilities are limited to training personnel in the safe operation of equipment.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions and vibration. The employee is occasionally exposed to wet or humid conditions, high, precarious positions, and risk of electrical shock. The noise level in the environment is loud.

**Physical Demands:** The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; talk or hear; and taste or smell. The employee is frequently required to stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk over uneven terrain. The employee is frequently required to lift up to 50 pounds, and occasionally up to 100 pounds or more. The vision requirements include ability to adjust focus, depth perception, peripheral vision, distance vision and close vision.

### Selection Process

Apply online at: [www.crpdp.org/jobs](http://www.crpdp.org/jobs) (follow link to [www.calopps.org](http://www.calopps.org), Member Agency: Conejo Recreation & Park District)

Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience. **Fill out the application completely; blank spaces may cause rejection; do not refer to resume.** Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **Resumes will not be accepted in lieu of a completed application.** Resumes are required (and cover letters encouraged) and must be submitted online as attachments with the fully completed application. Applications must be submitted online by the filing deadline, or when the listed number of applications are received, whichever occurs first.

**Examination:** Candidate selection will be based on competitive examinations. Test content will be related to the job. A driver license will be requested for identification and admission to the testing area. If there is more than one part to an examination, candidates must pass each part. Candidates with passing scores will be asked to compete in successive parts of the examination.

- Written Test/Practical Exercise: A written test and a practical exercise may be used, in addition to the appraisal interview.
- Appraisal Interview: A job related appraisal interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.
- After the Appraisal Interview, the top candidates will be invited to a staff interview.

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All applicants will receive a written response to their standing in the selection process.

**NOTE:** THE DISTRICT DOES NOT REIMBURSE APPLICANTS FOR TRAVEL, LODGING, OR OTHER EXPENSES RESULTING FROM THEIR PARTICIPATION IN THE SELECTION PROCEDURE.

In accordance with the Immigration and Control Act of 1986, the Conejo Recreation and Park District must verify that all new employees have written proof of their right to work in the United States at the time of hire.

**REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES**

The District encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require a reasonable accommodation to take a test as part of the selection process must notify Human Resources. Applicants with disabilities that affect sensory, manual or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such need.

*Note: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.*

***Position subject to pre-employment physical and***

***DOT requirements associated with a Commercial Class A driver's license (including pre-employment and ongoing drug/alcohol testing)***