CALIFORNIA DEPARTMENT OF TRANSPORTATION

DUTY STATEMENT

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
CALTRANS EQUIPMENT OPERATOR I	District 01/Maintenance/	
WORKING TITLE	**POSITION NUMBER**	**EFFECTIVE**
CALTRANS EQUIPMENT OPERATOR I	901-XXX-6890-	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation, and teamwork.

GENERAL STATEMENT

Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent operates equipment identified as Category 2 used by assigned unit, and works individually or with a crew performing tasks related to highway maintenance work.

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)

40% (E) Operate Category 2 equipment used by the assigned unit.

40% (E) Incumbent would accomplish tasks normally performed by the assigned unit. Tasks would include, but are not limited to, paving, shoulder grading, mowing, ditch cleaning, dig outs, pavement patching, repair or replacement of guide markers, signs, fence, guardrail, clean culverts, traffic control, setting lane closures, litter pick up, maintenance of roadside rests, any other duties that would normally be assigned to a Highway Maintenance Worker or Landscape Maintenance Worker.

10% (E) During times of emergency or unexpected/unplanned work load increases, incumbents may operate equipment normally assigned to a Caltrans Equipment Operator II, provided the incumbent is properly licensed and equipment qualified. If an employee is required to work in this higher classification for more than 5 consecutive days, the employee is entitled to an out of class salary increase.

5% (E) Equipment Care: Servicing, minor repairs, adjustments, emergency repairs, cleaning of equipment and keeping all pertinent records.

5% (E) Record Keeping and Reporting: Crew report forms, pre and post operative equipment checks, fuel purchases/usage, Material usage reports.

SUPERVISION AND GUIDANCE RECEIVED:

Employee will receive supervision from a Caltrans Maintenance Supervisor in charge of the assigned unit. In his/her absence, a Caltrans Maintenance Leadworker or other qualified person may be in charge. There are times when incumbent may work for other Supervisors and/or work units, as workload requires.

SUPERVISION EXECUTED OVER OTHERS:

Employee may at any time be placed in charge of a work crew as acting Leadworker.

KNOWLEDGE, ABILITY, AND ANALYTICAL REQUIREMENTS:

Must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices.

Possession of a valid Class "B" California Commercial Driver License with a minimum of tank endorsement. Possession of a hazardous material endorsement desirable but not required.

Ability to work safely around high-density traffic.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Poor decisions could result in tort liability for the State and/or loss or damage to State property, could also place this individual, fellow workers, and/or the public in an unsafe situation. Poor decisions could reduce efficiency or increase the cost of maintenance operations.

PUBLIC AND INTERNAL CONTACTS:

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public, and employee is expected to maintain a favorable public image for the State.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating equipment 45% of the time on a year-around basis. The remainder of the activity is labor.

Standing, Sitting and Walking are described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

A. Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting and driving 50%.

B. Snowy day: Sitting and operating large trucks, loaders, motor graders and snow blowers 90%; walking and standing, checking out equipment, 10%

C. Crack sealing: Standing and walking 95% of the day

D. Paving: Operating trucks, motor graders, loaders, pavers, 45% of day. Standing and walking, raking and shoveling, 45% of day.

E. Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle 95% of day

F. Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting 95% of the day

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to: tire chains for vehicles which may weigh as much as 75 lbs. per chain. In the winter months these could be handled on an every day basis; a post driver which weighs approximately 60 lbs.; assist with the loading and unloading of a tire in a rim which can

weigh over 75 lbs. Another example of lifting is shoveling asphalt. Each shovel full lifted weighs approximately 15 lbs., and 1,000 to 1,500 lbs. of sand or asphalt per day, would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist. Installing marker post, at least two feet into the ground, requires lifting up and pulling down the 60 lb. driver 10 to 150 strokes per post, worker could install up to 40 markers per day.

Another type of lifting is light pickup – loading garbage bags with litter, which requires continuous bending and lifting.

Carrying – Bagged/boxed material, which may weigh 50 to 100 lbs., must be carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be carried on uneven terrain.

Overhead reaching – Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per day, pruning, holding up signs off a ladder, servicing equipment on the lube hoist, signaling other workers, and throwing/loading material in equipment.

Other Reaching – Setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs picking up cones; often done on a continuous basis, over 60% of the work shift.

Pushing/Pulling – Shoveling, opening garage doors, hooking up trailers; installing plows, sanders, kettles, pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing tires and chains; pulling down on post drivers. Pulling brush and limbs, animal carcasses, and pulling chains. Operating a pole saw.

Twisting - The Operator twist while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones which weigh 10 lbs.

Climbing/Balancing – Climbing is done in and out of equipment, up and down banks and used in fine manipulation of a chain slopes, ladders, stairways, (often with a load of material or supplies); onto steps and walkways to do engine checks on equipment. One example would be to climb on a heavy equipment trailer to secure the load with chain binders.

Bending/Crouching/Squatting/Crawling – The Operator often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The Operator also crawls around and underneath equipment while checking and servicing

equipment, putting on or removing snow chains and tightening or replacing grader blades.

Simple Grasping – This activity is necessary about 95% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials.

Fine Manipulation – This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment. A higher percentage of the time would be saw or similar equipment.

Importance of hearing and sight – both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

WORK ENVIRONMENT:

Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to 20 degrees. You can be exposed to strong winds, rain, sleet, and snow while performing your assignments.

Will be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

Personal safety requirements include:

A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
C. Long pants. No shorts or cutoffs.
D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

EMPLOYEE (Please print) EMPLOYEE (Signature) DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (please print) SUPERVISOR (Signature) DATE