STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Equipment Operator I	District 5/Maintenance/Santa Cruz Landscape	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Equipment Operator I	905-620-6890-XXX	

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:

Under the supervision of a Caltrans Maintenance Supervisor, the MPRO Equipment Operator is responsible for operating and servicing highway maintenance, landscape or construction equipment (identified as Category B by Caltrans) at least 50% or more of the time, and may learn to operate Category A equipment. Incumbent may be assigned to perform non-equipment operation duties as part of their normal assignment. Incumbents work hours will be 6:00 AM to 4:30 PM, Friday through Monday with Tues-Thurs. off. Passenger Endorsement is required.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Trasport and supervise special programs people i.e., jail inmates, CCC, court referrals, etc. Performs pre-operational and post-operational inspections on a variety of vehicles and equipment. Removes and installs traffic signs. Performs the manual tasks associated with the maintenance of state highways and bridges; cleans and clears culverts, ditches and other drainage structures of debris; maintains road shoulders, berms and guardrails, and assist in removal of slides from work site and repair fence. Operates manual/power hand tools not limited to shovels, rakes, pitchforks, broom, post pullers and drivers, slide hammers, wrenches, picks, hand saws, pruning sheers and digging bars. Operates and maintains common power tools which could be but not limited to chainsaws, weed eaters, hay blowers, hydro seeders, jack hammers, drills, impact wrenches, pole saws and grinders. Operates 2 way radios. Move a variety of heavy objects that could be equal to or greater than 60 pounds such as concrete forms, bridge jacks, concrete/pothole patch bags and pails, tires, litter bags, limbs and tree parts by either lifting, pulling or pushing which can be performed either manually or by machinery.
35%	E	Loads chipped material into trucks and manually spreads onto landscaped areas. Maintains irrigation clocks, sprinklers and pipes. Cuts weeds, brush and small trees then feeds into a chipper or removes from roadside shoulders. May use products that could be hazardous or dangerous if not handled properly, such as insecticides, herbicides and toxic liquids. Makes minor repairs and adjustments to vehicles and other equipment in the field.
10%	E	Provides training on equipment. Places traffic message boards and traffic signs to insure drivers have proper indicators and messages to guide them in driving safely to their destination using appropriate equipment and tools. Operate pilot vehicle and performs flagging duties arid other traffic control. Ability to operate two-way radios.
5%	M	Performs custodial work such as but not limited to: sweeping, emptying trash, cleaning restroom facilities and replenishing supplies, etc.

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have knowledge of operation and care of construction and automotive equipment including light trucks. The incumbent must have some knowledge of minor construction; repair and maintenance work, provisions of the California Vehicle Code applying to the operation of vehicles, highway maintenance procedures, highway and landscape maintenance and construction equipment and operation, servicing, minor adjustments and emergency repair of such equipment.

Incumbent must have skill in operating a variety of complex or heavy maintenance equipment and making minor adjustments and emergency repairs to such equipment.
Ability to communicate and follow written and oral directions at a level required for successful job performance, do heavy manual labor and keep records. Assist in work relating to the maintenance of highways, structures and landscape areas.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly service and maintain or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the operator and/or crewmembers as well as the traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with the California Highway Patrol, County Agencies, members of the public as well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to wear safety equipment, such as earplugs, hard hats, eye protections, breathing apparatus; move heavy objects, stand or sit for prolonged periods. Position requires bending, stooping and/or kneeling. Maybe required to assist in the clean up in the event of an accident involving drivers and or hazardous spills. May have to walk on uneven surf aces, climb slopes and ladders. Must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses.

WORK ENVIRONMENT

Incumbent can be expected to be outside most of the day in all kinds of weather. The work is physically demanding and requires stamina, agility and strength. The worker is not only subject to sunburn, poison oak, snake and insect bites but loud noise, dust and chemicals. There may be times the incumbent works in confined spaces and is required to wear a respirator or dust mask. In addition the job is hazardous because it is performed at the side of the road or in the roadway itself where workers are exposed to vehicular traffic. Incumbent may be required to work rotating or irregular shifts including weekends, holidays, and nights and in emergency situations caused by storms, floods, traffic accidents or natural disasters.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE