

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
 DUTY STATEMENT**

CLASSIFICATION TITLE CALTRANS EQUIPMENT OPERATOR I	DISTRICT/DIVISION/OFFICE DISTRICT 6 /MTCE/	
WORKING TITLE CEO I - Landscape Crew	POSITION NUMBER 906-640-6890-XXX	EFFECTIVE 2014

As a valued member of the Caltrans team, you put safety first, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the supervision of a Caltrans Maintenance Supervisor and/or lead direction of a Caltrans Highway Landscape Maintenance Leadworker, the general maintenance of the state highways, freeways, and /or bridges. The incumbent will be required to service, maintain and operate equipment and landscape maintenance equipment/tools necessary to maintain highway landscape within the parameters given per our manuals, highway codes, best practice, code of safe operating procedures, safety manuals, and regulations related to storm water. Will be subject to afterhours call backs and rotating shifts.

TYPICAL DUTIES:

- 40% E Operation of equipment with the following: All Category I equipment, Loader, backhoe, vans, pickups, cargo trucks, cone truck, dump truck, landscape spray truck, crack sealer, roller, sand blaster, sign arrow board, sign trailer mounted and pickup mounted, Mower, trailer portable toilet, tank spray rig, trash compactor, dump body with plow, chipper, forklift/towable, Kettle. Pre-operation and Post-operation inspections, records and reports, minor repairs, and safe operation, preventive maintenance, air brakes, hydraulic brakes, electric brakes, Diesel Emission Control Systems (DECS), batteries, cooling systems, transmissions. Manual, mechanical and chemical weed control, pruning, replacing and removing trees, shrubs, vines and groundcover, operating power tools such as weed eaters, chain saws, pole saws, hedge trimmers, wrenches, rakes, brooms, chipping brush, dig outs cleaning drains/culverts, removing debris from roadway or shoulder of road.

- 30% (E) Irrigation system repairs, including repairs to pipes, bubblers, spray heads, valves, controller cabinets, backflow preventers, meters, valve boxes electrical repairs of wiring, valve solenoids , electrical controllers, boosters pumps and any other component of an irrigation system. Irrigating landscape plantings, including manually operated systems, automatic systems and hand water.

- 15% (E) Hand patching of pavement, shoveling material, loading material on trucks, replacing damaged sign posts, litter and carcass removal and various other maintenance activities,

including traffic control/flagging, graffiti removal, setting up lane closures, Install and maintain Traffic Control and Traffic Safety devices including guide posts, raised reflectors, signs, and guardrail. Assist with removal of illegal encampments.

- 15 % (M) Irrigating landscape plantings, including manually operated systems, automatic systems and hand water, chemical reporting, maintain required records associated with irrigation systems/repairs/chemicals and cleaning shops, barns, offices, yards, equipment etc. May be loaned to various areas when needed.

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 EXERCISED OVER OTHERS

None; may act as lead for two or three person crew for short periods of time or may be given lead responsibility over a Service Assistant (Maintenance) or probationer assigned to assist in a specific task.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- ◆ Must have a thorough knowledge of automotive, power tools, hand held tools and construction equipment, ability to learn and understand the principals vehicle code, safety practices, policy and procedures related to operation/servicing/care/emergency repair.
- ◆ Knowledge and Ability of and to learn, understand and implement principals, policies, of safe working practices and procedures, traffic control, related to working on highways, roadways, slopes, uneven pavement, bridges, etc.
- ◆ Must have the ability to understand written, verbal and follow instructions or ask clarifying questions without hesitation.
- ◆ Must possess the ability to work cooperatively with others, both internally and externally.
- ◆ Must have a valid Class B California driver's license, with Tank Endorsement. (A single vehicle with a GVWR of more than 26,000 lbs. A 3-axle vehicle weighing over 6,000 lbs. A bus (except a trailer bus), with endorsement. Any farm labor vehicle, with endorsement. All vehicles under Class C. a single vehicle with a GVWR of 10,000 lbs. or less. Any vehicle a Class C licensed driver may tow.) Please refer to Category I Equipment, on Division of Equipment website, Maintenance Equipment Operator Levels) for a complete list of all equipment CEOI is allowed to operate.
- ◆ Ability to perform miscellaneous labor intensive activities such as: manual, mechanical and chemical weed control, irrigation system repairs, pruning, replanting and removing trees, shrubs and groundcover, litter removal, fence and guardrail repair, flagging traffic, carcass removal, highway patching and sign replacement.
- ◆ Must have ability to climb and work on steep landscaped slopes and uneven terrain.
- ◆ Work hours usually will be 7:00 AM to 3:30 PM, with the possibility of changes during summer months, shift rotating or irregular shifts including weekends and holidays and nights, as determined by the Region/Area Superintendent/Supervisor. Incumbent may be required to work, overtime, rotating or irregular shifts including nights, weekends and holiday, Additional desirable consideration, to have a maximum 30 minutes response time to assigned maintenance station unexpected overtime/call-outs.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Most serious consequence of errors occur when exercising poor judgement or performing improper safety practices which could result in injury to self, co-workers or the travelling public. Decisions made should consider the protection and preservation of lives, environment and property.

PUBLIC AND INTERNAL CONTACTS

Internal contacts are usually limited to other employees and supervisors working out of the same yard or superintendent's territory; some contact with travelling public, as well as law enforcement and other government agencies.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent may be required to perform heavy manual labor, including routinely lifting 50 lbs. or more. Incumbent may be required to drive long distances or stand for long periods of time, bending, stooping and or kneeling depending on the assignment. The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. Incumbent must have the ability to walk on uneven surfaces, climb slopes, ladders, and work on elevated scaffolding. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, and recognize emotionally charged issues or problems, remain professional, no matter the situation, or related circumstance, i.e. emergency, emergency response, coworkers, public, agency, groups etc. You are a representative of the department and should conduct yourself in a manner depicting such.

WORK ENVIRONMENT

Incumbent will be required to work outside in varying inclement weather, subject to various environmental conditions and extreme temperatures. The work is physically demanding and requires stamina agility, cognitive awareness and ability to analyze situations and react/respond quickly. The incumbent may be subject to not only sunburn, poison oak, snakes, vermin, endanger species, insect bites, loud noise, dust, and chemicals. In addition, the job will require incumbent to work on or near roadways with vehicular traffic as well as working with and around heavy equipment, hot and/or pressurized materials/chemicals used for highway work.

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

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

Supervisor – JOHN BLAIR	Supervisor Signature	Date
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