

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

<b>CLASSIFICATION TITLE</b> CT Equipment Operator I (Permanent Intermittent)	<b>DISTRICT/DIVISION/OFFICE</b> D6/Maintenance/North Region/Fresno Area	
<b>WORKING TITLE</b> Equipment Operator	<b>POSITION NUMBER</b> 906 - 650 - 6890 - _ _ _ _	<b>EFFECTIVE DATE</b> November 2015

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 Maintenance Supervisor and lead direction from a Maintenance Leadworker, incumbent will operate all types of vehicles and construction machinery. In addition, incumbent will perform labor intensive activities associated with highway or landscape maintenance; concrete and asphalt pavement repair, fence and guardrail repair, sign and marker replacement, encampment abatement, litter removal, herbicide application and installation of temporary traffic control. Duties will also include assisting with storm water related activities in support of the Department's storm water pollution prevention program.

**TYPICAL DUTIES:**

Percentage	Essential (E) Marginal (M) <sup>1</sup>		Job Description
45%	(E)		Concrete and asphalt pavement repair; shoveling and leveling material, loading material on trucks. Roadside maintenance, including; vegetation control (chemical spraying, brush and weed clearing requiring the use of chain saws and string trimmers), replacing signs, markers, fence repair, and graffiti/litter removal. Various support activities, including; setting lane closures, shoulder closures and flagging traffic.
40%	(E)		Operate commercial motor vehicles, such as truck and trailer combinations, dump truck, cargo truck, mobile crane, tank truck and any equipment requiring a Class B or C driver's license. Operate and service medium duty equipment, such as front-end loader, backhoe, tractors and other off-highway machinery. Daily lubrication and service of highway maintenance equipment including commercial vehicles.
10%	(E)		Record keeping duties associated with operation and servicing of vehicles and equipment, reporting use of materials. Attend and participate in training sessions as required by regulations.
5%	(M)		Occasional assisting of supervisor and/leadworker with office related duties.

<sup>1</sup> 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.

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### **SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

Does not normally supervise, but may temporarily assigned as “person in-charge” over equipment operators Landscape Workers, Highway Workers or Special Programs Personnel (including volunteers, parolees, probationers and/or inmates), to safely complete assignments made by the supervisor or leadworker.

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### **KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

The following licenses and/or certifications are MINIMUM QUALIFICATIONS for this classification:

- Commercial Driver’s License (CDL), class B, with tank endorsement [N] issued by the California Department of Motor Vehicles.

Must have a thorough knowledge of the operation and care of automotive equipment and construction machinery.

The incumbent must be able to follow verbal and written direction; safely operate vehicles, machinery, power-tools and hand-tools used in highway/drainage facilities maintenance. Must be able to work well with others.

Must have knowledge of the provisions of the California Vehicle Code as it applies to the operation of motor vehicles and traffic regulations.

Must have knowledge of safe work practices and know the employee’s role in Department's Injury and Illness Prevention Program.

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### **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Work assignments and instructions are provided. Most decisions are made at a higher level.

The most serious consequences could cause serious accidents or injury to self, co-workers or the traveling public if a poor attitude towards safety is exhibited.

When confronted with emergency situations, the equipment operator judgement should consider the protection of lives, the environment and property.

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### **PUBLIC AND INTERNAL CONTACTS**

Contacts are usually limited to co-workers and the supervisor. Other internal contacts are those who work within the same Maintenance Station and management within the chain of command.

Rarely, the incumbent will have contact with California Highway Patrol representatives, other government agency representatives and members of the public.

Incumbent will observe the chain of command to keep the supervisor apprised of all matters.

Will be loaned to other crews.

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### **PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. The incumbent will be required to routinely move heavy objects weighing up to fifty pounds or more, stand, sit, drive or operate equipment for prolonged periods, bending, stooping, and or kneeling. The incumbent will have to walk on uneven surfaces, climb slopes, and ladders.

Must be able to maintain cooperative working relationships.

Must be able to maintain a calm composure when encountering confrontational/difficult persons or emotionally charged situations.

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### **WORK ENVIRONMENT**

The work is physically demanding and requires stamina. In addition, the job will require incumbent to work on or near roadways with a high volume of vehicular traffic.

Will be required to work with and around heavy equipment, including high-suction vacuum equipment used in drainage/sewer maintenance work.

Incumbent may encounter extremely dirty environment while cleaning drainage facilities or illegal encampments.

Incumbent can expect to be outside in all types of weather and environmental conditions. Environment includes entering confined spaces which are commonly dirty, wet and have little to no lighting.

Incumbent utilizes chemicals such as lubricants to perform routine maintenance of vehicles/machinery.

Incumbent will be required to work irregular shifts, including weekends, nights, holidays and in emergency situations. The incumbent will be expected answer calls after normal working hours to respond to unforeseen conditions needing immediate attention or emergencies. Work-shift changes may occur due to workload or weather related circumstances.

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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).

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EMPLOYEE (print)

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EMPLOYEE (signature)

DATE

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

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SUPERVISOR (print)

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SUPERVISOR (signature)

DATE