

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS EQUIPMENT OPERATOR I	OFFICE BRANCH/SECTION 07 / MAINTENANCE / EAST REGION	
WORKING TITLE CALTRANS EQUIPMENT OPERATOR I	POSITION NUMBER 907-640-6890-xxx	EFFECTIVE DATE

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 supervision of a Caltrans Maintenance Supervisor, incumbent operates vehicles requiring a Class B Commercial Driver's license with Tank Vehicle (N) endorsement. Incumbent operates and services specified equipment used in highway maintenance, structures maintenance, emergency service, landscape, and/or construction. Works individually, or with crew, performing tasks related to highway/landscape maintenance work. May receive training from crew members, region, district, and Headquarters employees. Will be required to work overtime, rotating, or irregular shifts including weekends and holidays; to respond to emergency situations and calls. May oversee the work of a group of non-State workers or community service workers. Chemical spraying may be assigned. While not required, a Qualified Applicator Certification (QAC) is desirable.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
45%	E	May be dedicated operator on specialty equipment. May operate loader, cargo truck (2 ton) with air brakes, water tanker and mower. Makes minor repairs, adjustments, emergency repairs; performs lube service; cleans equipment and maintains all pertinent records. Pre and post operative equipment checks.
40%	E	When not operating specified equipment, may perform any of the duties outlined under Caltrans Highway Maintenance Worker or Caltrans Landscape Maintenance Worker; and other related work. Tasks may include paving, mowing, ditch cleaning, dig outs, removal of brush / undergrowth from highway right of way, pavement patching, repair / replacement / cleaning of fence, guardrail, guide markers and signs, cleaning of culverts, traffic control, litter pick up, graffiti removal, and performing minor repairs as necessary.
5%	E	Cleaning and service of equipment performing minor repair, adjustments, emergency repairs. Works on traffic control; setting and picking up lane closure, traffic cones, flares, and advance work signs; acts as a flag person; operates the pilot car, backup truck, and lane closure truck; operates a two-way radio.
5%	E	Record Keeping and Reporting. Complete all pertinent records as they relate to equipment usage and service, Crew report forms, Pre and Post operative equipment checks, and fuel purchases.
5%	E	In the absence of a Caltrans Landscape Maintenance Leadworker, incumbent may be called upon to mix and apply chemicals within the limits of authority of a Qualified Applicator Certification (QAC).

¹ESSENTIAL 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

This position does not supervise. However, employee may be placed in charge of a work crew as the responsible person in charge per Chapter VIII, over other Caltrans workers, and Special Program Workers such as California Conservation Corp, Probationers, etc.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Provisions of the California Vehicle Code applying to the operation of vehicles; regulations and safety practices; highway or structure maintenance procedures; highway, structure, emergency service, or landscape maintenance and construction equipment including operation, servicing, minor adjustment, and emergency repairs to such equipment; the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program; and knowledge of basic safe work practices. The safe operation and care of automotive equipment including light trucks; minor construction, repair, and maintenance work; and basic safe work practices to protect their

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own safety and health and that of others.

Ability and skill to: Safely operate highway, structure, and emergency service equipment, making minor adjustments and emergency repairs to such equipment. Assist in work relating to the maintenance of highway, structure, and landscaped areas. Communicate and follow directions at a level required for successful job performance; do heavy manual labor; and keep records. Work safely around high density traffic. Work effectively alone or with others. Analyze various work situations accurately and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor judgment, incorrect decisions or determinations may endanger co-workers and or the public; may cause increase in associated costs due to waste of time, tax dollars, and resources; damage to State equipment and facilities; and negative impact upon the credibility of the Department.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public, employees from the same or 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, employee expected to maintain a professional favorable public image for the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and to do strenuous hand and mechanical labor such as digging out clogged ditches and drains, crack and chip sealing, operating loader, paver, litter pick up, shoveling, lifting up to 75lbs., overhead reaching, setting cones, guardrail repair, fence repair, traffic control, opening garage doors, picking up carcasses and lane closures. Bending, standing and climbing for long durations of time. Not limited to above jobs.

WORK ENVIRONMENT

May be exposed to high speed traffic, loud noise, dust, chemicals, and extreme weather conditions. Position requires overtime due to emergencies, special projects and shift changes.

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