STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS EQUIPMENT OPERATOR I	DISTRICT 07/MAINTENANCE/SOUTH REGION	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS EQUIPMENT OPERATOR I	907-675-6890	

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 the Caltrans Maintenance Supervisor. Operates specified vehicles requiring a valid Class "B" unrestricted California Commercial Driver's License with Tanker (N) endorsements and a current medical certificate that may be used by assigned unit. Works individually or with a crew performing tasks related to highway/ landscape maintenance work. Workweek will be, to 5/40 work schedule. The incumbent will be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers. This position is represented under collective bargaining.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	Operate Category II equipment used by the assigned unit. Makes minor repairs, adjustments, emergency repairs; performs lube service; cleans equipment and maintains all pertinent records. Pre and post operational equipment checks.
40%	E	When not operating the specified equipment accomplish tasks normally performed by the assigned unit. Such tasks may include, but are not limited to, graffiti removal, paving, shoulder grading, mowing, ditch cleaning, dig outs, pavement patching, repair or replacement of guide markers, signs, fence, guardrail, clean culverts, traffic control, litter pick up, graffiti removal, makes minor repairs to and clean signs and markers. Use power and hand tools.
10%	E	Works on traffic control, sets and picks up lane closure, traffic cones, flares, and advance work signs; operates the pilot car, backup truck, and lane closure truck; operates a two-way radio.
5%	M	Record Keeping and Reporting: Crew report forms, fuel purchases/usage, and material/inventory usage reports.

[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

Employee will receive supervision from a Caltrans Maintenance Supervisor in charge of the assigned unit. In their 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. Employee may receive training from other employees of the crew, region district or headquarters.

No direct supervision. Employee may at any time be placed in charge of a work crew as the responsible person in charge per Chapter VIII Maintenance Manual Vol. I over other Caltrans workers, Special Program Workers, such as California Conservation Corps, probationers, etc.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

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

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

Possession of a valid Class "B" California Commercial Driver License with a minimum of tank endorsement.

Ability to work safely around high-density traffic.

Ability to work effectively alone or with others.

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

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property.

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/ representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. Contact may be with hostile public; the employee is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Employee 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-round basis.
Standing, Sitting and Walking is 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:

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

Crack sealing: Standing, walking, operating truck 95% of the day

Chip sealing: Standing, operating truck, loader, spreader, 80% to 90% of day

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

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

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

Lifting (Floor to bench to Floor) – Items listed may include 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 material. 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. Other items include pothole mix, cement, and sealant blocks, superfine, buckets of paint and working stock inventory.

Another type of lifting is light pickup – loading garbage bags with litter, tire carcasses and other small debris off of

roadway, which requires continuous bending and lifting.

Transport and/or carry – Bagged/boxed material, which may weigh 50 to 100 lbs., must be transported and/or carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are transported and/or carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools may include but not limited to picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be transported and/or carried on uneven terrain.

Overhead reaching – Overhead work includes but not limited to pulling yourself up into many types of equipment, pruning, holding up signs, servicing equipment on the lube hoist, signaling other workers, and loading material into/on equipment.

Other Reaching – Includes but not limited to setting cones, lubing and checking equipment, graffiti removal, raking, shoveling, driving, shifting, holding signs picking up cones; often done on a continuous basis, over 60% of the work shift. Pushing/Pulling – Includes but not limited to shoveling, crack sealing squeegee, asphalt lute work opening 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, pulling chains etc.

Twisting - The Operator twists while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting includes but is not limited to, dragging brush, shoveling, raking and setting down and picking up traffic cones.

Climbing/Balancing – Is done in and out of equipment, up and down banks/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; inspect and/or clean large storm drain facilities.

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 employee also crawls around and underneath equipment while checking and servicing equipment, putting on or removing snow chains and tightening or replacing grader blades and other equipment parts.

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 saws 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 with or without hearing aid 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. As per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual.

WORK ENVIRONMENT

Required to work in a wide range of sometimes-extreme conditions, including heat up to 120 degrees, cold to negative 15 degrees, strong winds, rain, sleet, and snow.

During the winter months the workweek is normally 5/8-hour days. The scheduling of the 5/8 days is at the discretion of the Region Management. Employee may be scheduled to work the night shift as needed to meet operational needs with proper advance notice as per the MOU.

Maybe requested 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 with proper advance notice as per the MOU.

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Personal safety requirements include:

A. Appropriate footwear, in good and sturdy condition, must be worn.
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 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