

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS EQUIPMENT OPERATOR I	OFFICE/BRANCH/SECTION DISTRICT 07 - MAINTENANCE - WEST REGION	
WORKING TITLE EQUIPMENT OPERATOR I	POSITION NUMBER 907-710-6890	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:

Working under the supervision of a Caltrans Maintenance Supervisor, the employee operates equipment requiring Class B California Commercial Driver's License with a minimum of tank endorsement identified as Category 1 equipment used by assigned unit, license will be valid and unrestricted. You will work individually or with a crew performing tasks related to highway maintenance work; paving, mowing, ditch cleaning, dig outs, removes brush/undergrowth from highway right of way, pavement patching, repair or replacement of guide markers, signs, fence, guardrail, clean culverts, traffic control, litter pick up, maintenance of roadside rests, graffiti removal, makes minor repairs to and clean signs and markers. Employee may receive training from other employees of the crew, region, district or headquarters. The incumbent may 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. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Operates Category 1 equipment used by assigned unit. Performs pre-op / post-op inspections on a variety of vehicles / equipment. Performs routine services including, but not limited to: minor repairs, adjustments, cleaning, and emergency repairs. Maintains all necessary record keeping for a variety of equipment.
50% E	When not operating equipment, tasks may include, but are not limited to: operating manual / power hand tools, transporting a variety of objects less than or equal to 60 lbs. Drives and responds to after hour emergencies, operation of "pilot car", flagging duties and other traffic control functions.

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

Normally this position does not supervise, however, the incumbent may be called upon to act in absence of the supervisor for a short duration. May be required to supervise Special Programs People.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the operation and care of light and heavy equipment used in highway and landscape maintenance operations. Must have the ability to follow oral and written instructions. Must be familiar with heavy and light equipment used in landscape maintenance and highway cleanup. Knowledge of laws and policies regarding Maintenance Manual, Safety Manual, California Vehicle Code, maintenance and use of weed and pest control methods and materials in landscape and non-landscaped areas. 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 directions at a level required for successful job performance; do heavy manual labors; keep records. Assists in work relating to the maintenance of highway, structure, and landscaped areas.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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

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PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with other State and Local 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 earplugs for loud noises; move heavy objects; stand or sit for prolonged periods. May also be required to bend, stoop or kneel. In the event of an accident involving vehicle drivers and/or hazardous spills, the incumbent may be required to assist in the cleanup. 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

The incumbent may/will be exposed to high-speed traffic; loud noise; dust; chemicals; extreme weather conditions and great heights. Will be required to work rotating and irregular shifts, overtime due to storms, emergencies, or special work projects, nights, weekends and holidays. This also includes responding to after hour call-outs, which include working with other maintenance crews involved in traffic control, accidents or other emergency work.

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