

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS EQUIPMENT OPERATOR I	OFFICE/BRANCH/SECTION 07/MAINTENANCE/SPECIAL CREWS REGION	
WORKING TITLE CALTRANS EQUIPMENT OPERATOR I	POSITION NUMBER 907-740-6890-	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 incumbent operates equipment used by assigned unit. A class "B" Commercial Driver's License with a minimum of tank (N) endorsement is required. In the absence of the Caltrans Maintenance Supervisor, a leadworker or other qualified person may be in charge. Will work individually or with a crew performing tasks related to highway maintenance work such as paving, mowing, ditch cleaning, dig outs, removal of brush/undergrowth from highway right of way, pavement patching, repair or replacement of guide markers/signs/fence/guardrail, cleaning culverts, traffic control, litter pick up, maintenance of roadside rest areas, graffiti removal, making minor repairs to and cleaning signs and markers. May receive training from other employees of the crew, region, district, or headquarters. 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 may be 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		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Operate equipment used by the assigned unit. Make minor repairs, adjustments, emergency repairs; perform lube service; clean equipment and maintain all pertinent records. Perform pre and postoperative 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 paving, shoulder grading, mowing, ditch cleaning, dig outs, removal of brush/undergrowth from highway right of way, pavement patching, repair or replacement of guide markers/signs/fence/guardrail, cleaning culverts, traffic control, litter pick up, maintenance of roadside rest areas, graffiti removal, making minor repairs to and cleaning signs and markers.
10%	E	Work on traffic control, set and pick up lane closure, traffic cones, flares, and advance work signs; act as a flag person; operate the pilot car, backup truck, and lane closure truck; operate a two-way radio.
5%	E	Record keeping and reporting: crew report forms, fuel purchases/usage, material/inventory usage reports and other miscellaneous reports.

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

No direct supervision. May be placed in charge of a work crew as the responsible person in charge per Chapter VIII Maintenance Manual Volume I.

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. Ability to work safe and work effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may expose self, co-workers, and/or the public to possible injury or loss of life. Errors 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. Errors 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 the assignment. Contact may be with hostile public; the incumbent 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. Must have physical ability to react quickly to errant motorists 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.

The remainder of the activity is labor intensive and includes but is not limited to the following:

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%.

Snowy day: Sitting and operating large trucks, loaders, 90%; walking and standing, checking equipment, 10%

Crack sealing: Standing, walking and driving, 95%

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

Paving: Operating trucks, loaders, 45%; standing and walking, raking and shoveling, 45%

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

Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting, 95%

Lifting (floor to bench to floor) – Items lifted may be any of the following but are not limited to: tire chains for vehicles, which may weigh as much as 75 pounds per chain - in the winter months these could be handled on a daily basis; a post driver which weighs approximately 60 pounds; assist with the loading and unloading of a tire in a rim which can weigh over 75 pounds; another example of lifting is shoveling material - each shovel full weighs approximately 15 pounds and may total 1,000 to 1,500 pounds of materials per day; 80% of this lifting would be floor to waist and 20% is lifted above the waist; installing marker posts at least two feet into the ground requires lifting up and pulling down the 60-pound driver 10 to 150 strokes per post. Other lifting include pothole mix, cement, and sealant blocks, superfine, buckets of paint, and working stock inventory. Another type of lifting is light pickup such as loading garbage bags with litter which requires continuous bending and lifting.

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

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

Overhead reaching – Overhead work includes but is not limited to pulling self up into many types of equipment, pruning, holding signs, servicing equipment on the lube hoist, signaling other workers, and loading material into/onto equipment. Other reaching includes but is not limited to setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, setting work signs, picking up cones and is often done on a continuous basis for more than 60% of the work shift.

Pushing/Pulling – Includes but is not limited to shoveling, opening garage 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, moving animal carcasses, and pulling chains.

Twisting - Done while driving equipment and 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), and onto steps and walkways to do engine checks on equipment such as climbing on a heavy equipment trailer to secure the load with chain binders.

Bending/Crouching/Squatting/Crawling – Often done 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. 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 the shift and usually is done while writing reports or manipulating the knobs and levers on the equipment.

Importance of hearing and sight – both are essential on the job to hear directions and equipment, and must see in order to perform duties safely.

Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety as per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual (i.e., look out alarm devices, including vehicle horns used to warn employees of imminent danger at the work site).

Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Must reason logically, draw valid conclusions, makes appropriate recommendations, and adopt an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. Is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity, reduce cost, and maintain or improve quality. Must adhere to the customer service standards set by the unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

The incumbent is required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and/or snow.

During the winter months the work week is normally five 8-hour days. Scheduling of the work days is at the discretion of the Region Management. May be scheduled to work the night shift as needed to meet operational needs with proper advance notice as per the Bargaining Unit 12 Memorandum of Understanding.

May work scheduled and/or emergency overtime due to storms, callbacks, special work projects, or to meet operational needs. Overtime will be assigned per the Bargaining Unit 12 Memorandum of Understanding.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

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 including under Haz Mat conditions and/or for incidents when required.

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