STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Equipment Operator I	D9/Maintenance/ McGee Creek Maintenance Station	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Caltrans Equipment Operator I (Permanent Intermittent)	909-630-6890-	

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 direction of the Caltrans Maintenance Supervisor. Works with and operates equipment defined in the approved list of equipment the CEO 1 position may operate. Works with crew or individually performing highway maintenance work.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	Operates a variety of trucks and highway maintenance equipment defined in the approved list of equipment the CEO 1 position may operate. Also makes minor adjustments and emergency repairs to equipment.
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, pavement patching, repair or replacement of guide markers, signs, fence, guardrail, clean culverts, traffic control, litter pick up, maintenance of roadside rests, any other duties that would normally be assigned to a Highway Maintenance Worker or Landscape Maintenance Worker.
15%	M	Performs heavy physical labor associated with highway maintenance. Common hand tools used, could be, but not limited to picks, shovels and brooms.

[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

No direct supervision. Employee may at any time be placed in charge of a work crew as acting Leadworker for other Caltrans workers, Special Program workers, such as California Conservation Corps and probationers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires knowledge of the operation and care of automotive and highway maintenance equipment. Provisions of the California Vehicle Code as it applies to the safe loading and operation of motor vehicles. Regulations and safety practices pertaining to highway maintenance equipment and operation and loading, procedures, regulations, safety practices, tools and equipment used in maintenance of highways, structures, and emergency first aid. The ability to work safely around high-density and high-speed traffic and in inclement weather.

Must be able to read and write English at a level required for successful job performance. Perform heavy manual labor, follow oral and written instructions, keep records, interpret simple blueprints and operate radio equipment.

SPECIAL QUALIFICATIONS

Must possess an unrestricted valid Class B driver's license with N (Tank Vehicle) endorsement.

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.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may endanger co-workers, the public and the environment. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Failure to make timely and proper decisions could endanger human lives and property, result in lawsuits, or cause Caltrans to violate its storm water permits.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and 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, and employee is expected to maintain a favorable image for the State. At times may deal with the media.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to work rotating or irregular shifts, including weekends, nights and overtime. The above duties may also require prolonged stooping, bending, lifting, sitting, climbing or standing. May be required to work in extreme warm or extreme cold weather, and during inclement weather. Percentages may vary depending on crew, geography, and season.

Much of this position is labor intensive. Incumbent 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 and light vehicles 18% of the time on year-around bases. The remainder of the activity is labor.

Standing, Sitting and Walking are 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:

A. Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 45% each. Sitting and driving 50%.
B. Snow day: Sitting and operating snow removal equipment normally assigned to the CEO 1, 90%, walking, standing and checking out equipment 10%.
C. Crack sealing: Standing and walking 95% of the day.
D. Chip sealing: Standing, operating trucks, loader, and spreader 80 to 90% of the day.
E. Paving: Operating trucks, loaders and working on paver 45% of the day. Standing and walking raking and shoveling 45% of the day.
F. Litter pickup/patrol: Lifting, walking and climbing in and out of vehicle 95% of the day.
G. Flagging/Pilot Car/Lane Closure Operations: Standing, twisting, turning and sitting 95% of the day.

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to: tire chains for vehicles that may weigh as much as 75 lbs. per chain. In the winter months these could be handled on an every day basis; a post driver which weighs approximately 60 lbs.; assist with the loading and unloading of a tire on a rim which can weigh over 75 lbs. Another example of lifting is shoveling asphalt. 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, worker could install up to 40 markers per day.

Another type of lifting is light pickup – loading garbage bags with litter, which requires continuous bending and lifting.

Moving Material – Incumbent may be required to move bagged/boxed material, which can weigh from 50 to100 lbs. Material may be moving from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain.

Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, and cones, guide posts, etc. and may be carried on uneven terrain. Incumbent should ask for assistance when moving items over 50 lbs.

Overhead reaching – Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per day, pruning, holding up signs off a ladder, servicing equipment on the lube hoist, signaling other workers, and throwing/ loading material in equipment.

Other Reaching – Setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs picking up cones; often done on a continuous basis, over 60% of the work shift.

Pushing/Pulling – 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, animal carcasses, and pulling chains.

Twisting - The Operator twist while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones which weigh 10 lbs.

Climbing/Balancing – Climbing is done in and out of equipment, up and down banks and used in fine manipulation of a chain 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.

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

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 saw 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 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. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

WORK ENVIRONMENT

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

During the winter months the workweek is normally 5/8-hour days, irregular workweek which may include weekends and holidays. During the summer months the workweeks may be changed to 4/10-hour days. The scheduling of the 5/8 days or the 4/10 days is at the discretion of the District Management. Incumbent may be scheduled to work the night shift during the months of November, December, January, February, March and April or as scheduled by the Maintenance Supervisor.

May be required to work overtime which may include weekends and holidays 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.

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Personal safety requirements include:
A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
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.
D. Safety gear including; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear provided by Caltrans must be worn when required.

Some crews are designated travel crews and work out of town on a per diem basis up to 75% of the year.

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