

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

11-4-323

CLASSIFICATION TITLE CT Equipment Operator I	OFFICE/BRANCH/SECTION 11/Maintenance/ East Region	
WORKING TITLE CEO I, Santee Probation	POSITION NUMBER 911-610-6890-	EFFECTIVE DATE March 2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the direction of a Caltrans Maintenance Supervisor or lead worker, the CT Equipment Operator I operates and services equipment used in landscape maintenance/ litter removal activities and works with the rest of the crew in the performance of these activities. A Class B driver's license with tank (N) vehicle endorsement is required while performing duties associated with maintaining the State highway system. The incumbent will work individually or with a crew and frequently works with/ oversees probationers doing litter removal. The normal work week is Monday through Friday, from 6:30a.m. to 3:00p.m. on a 5/40 work schedule. Incumbent may be required to work overtime and may be required to work temporary and/ or intermittent varied work shifts. This position is represented under collective bargaining. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage		Job Description
50%	E	In conjunction with landscape maintenance activities, operates equipment such as a mower, packer and chipper. Performs pre and post operational checks; makes minor repairs and adjustments or emergency repairs, cleans and services equipment; maintains required records.
30%	E	Maintains and administers hand tools and small equipment as well as makes minor repairs, adjustments and cleans tools; during major storms, may clear drains outside the landscaped area or may be loaned to another crew.
10%	E	May perform facilities maintenance; may assist in the maintenance of the highway system performing duties equivalent to Caltrans Highway Maintenance Worker and Caltrans Landscape Maintenance Worker.
10%	M	In the absence of the supervisor and/or leadworker, may act as a crew leader, e.g. work with and oversees a group of probationers involved in removing litter from highways rights of way, keep performance and attendance records, etc. When the crew is understaffed, or when probationer number decline.

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

None. May be placed in charge of 1 or 2 workers performing specific operations in the absence of supervisor or lead worker.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of minor construction repair and maintenance work; provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles; familiarity with a variety of highway maintenance and construction equipment; basic safe working practices and the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program; Ability to communicate and follow directions at a level required for successful job performance; skillfully operate heavy equipment in the performance of assigned duties; make minor adjustments and emergency repairs; do heavy manual labor to assist in work related to highway maintenance; keep records of equipment usage and servicing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgement and decisions can affect the safety of the crew and the public, or result in equipment breakdowns, repairs or replacement.

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PUBLIC AND INTERNAL CONTACTS

Occasional contact with the traveling public, contact with State Highway Patrol or other law enforcement agencies during emergencies; routine contact with crew members, supervisors and probationers. Most contacts are in person. Most work is done in a crew setting where the incumbent may be given lead responsibility over others; necessary to maintain cooperative working relationships. Necessary to exercise restraint when dealing with co workers or irate motorists.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Almost all work is done in close proximity to traffic and equipment, incumbent must hear at a level sufficient to hear warning shouts and backup bells, and sufficient peripheral vision to be aware of changes in surroundings. Prolonged sitting required to operate equipment; sufficient manual dexterity to operate controls. Other duties required prolonged standing, bending, stooping, kneeling, climbing embankments, shoveling sufficient dexterity to remove an obstacle from a highway lane, with or without a traffic break. Seasonally loads/unloads sacks of fertilizer to 50 pounds, loads/unloads generator to 75 pounds; removes obstacles from highway or roadside.

Personal safety requirements include but are not limited to:

- * Appropriate footwear
- * Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats
- * Long pants. No shorts or cut offs.
- * 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.

WORK ENVIRONMENT

Most work is done outdoors. Incumbent will be exposed to blown dust, exhaust fumes, noise, uneven surfaces, extremes of heat and cold, inclement weather.

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