STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Equipment Operator I (CEO I)	11/Maintenance/West Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CEO I, Carlsbad Landscape Crew	911-700-6890-	

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:

Under the direction of a Caltrans Maintenance Supervisor or leadworker, the Caltrans Equipment Operator I operates and services equipment used in landscape maintenance activities and works with the rest of the crew in performance of these activities. A Class B unrestricted driver's license with tank vehicle (N) endorsement is required while performing duties associated with maintaining the State highway system. The incumbent will work individually or with a crew, and may occasionally oversee other less senior crewmembers. The normal workweek is Monday through Friday, from 6:30 a.m. to 3:00 p.m. on a 5/40 work schedule. Incumbent may be required to work overtime including nights and weekends, may be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency calls. This position is represented under collective bargaining.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	In conjunction with landscape maintenance activities operates class B equipment such as packer, mower and chipper. Performs pre- and post-operation equipment checks; makes minor repairs and adjustments or emergency repairs, cleans and services equipment, maintains required records.
40%	E	In assigned area, replaces and maintains ground cover, shrubs, trees and surfaced areas of decorator rock or bark; waters, fertilizes and prunes, repairs sprinklers; applies soil sterilization; sprays for plant and insect diseases; applies chemicals for weed and roadside fire control or pulls weeds by hand; cleans up litter and brush from highways and public use areas.
10%	M	Regulates traffic to ensure safe conditions for coworkers and the traveling public. Performs other duties as needed.

[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

None. On occasion, may oversee a Service Assistant (Maintenance) or probationer assigned to assist in a specific task.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

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

Ability to work safely and effectively, alone or with others; safely operate and care for automotive equipment; keep records of equipment use and servicing; do heavy manual labor; work cooperatively with others; analyze situations accurately and take effective action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may expose coworkers and/or the public to possible injury or loss of life, damage State equipment and facilities, result in inefficient use of time and tax dollars. Errors may expose the State to liability for damages to public property.

PUBLIC AND INTERNAL CONTACTS

Occasional contact with the traveling public; routine contact with other crew members and supervisors. Necessary to

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Occasional contact with the traveling public; routine contact with other crew members and supervisors. Necessary to work cooperatively with others. Must exercise restraint when dealing with irate motorists.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is done in close proximity to traffic and equipment; incumbent must hear at a level sufficient to hear warning shouts and backup bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings, and sufficient night vision to respond to callouts after-hours.

Operating equipment requires prolonged sitting, sufficient manual dexterity to operate knobs and levers, climbing in and out of equipment. Caring for a landscaped area requires bending, stooping, kneeling; pushing/pulling; twisting; loading/ unloading materials to 50 pounds; working on uneven terrain including climbing embankments.

WORK ENVIRONMENT

Most work is done outdoors, where incumbent will be exposed to dust, exhaust fumes, noise, uneven surfaces, extremes of heat and cold. Personal safety requirements include but are not limited to:

- A serviceable leather work shoe or boot specifically fabricated for use in work environments found in highway maintenance/construction activities.
- Shirts provided by Caltrans, or a safety vest is to worn over non-safety shirts or coats.
- Long pants. No shorts or cutoffs.
- Provided safety gear--hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, harness and lanyard, 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