

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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

Under the supervision of a Caltrans Maintenance Supervisor and/or working with a Caltrans Maintenance Leadworker, incumbent operates equipment used in conjunction with sign, fence and guardrail maintenance along State highways or in medians. When not operating equipment, performs duties normally assigned to a Caltrans Highway Maintenance Worker. A Class B driver's license with Tank endorsement is required while performing duties associated with maintaining the State highway system. The normal workweek is Monday through Friday, from 6:00am to 2:30pm on a 5/40 work schedule. Incumbent must be available for overtime without notice when an emergency occurs late in the shift or when necessary to complete an operation; planned overtime for ongoing emergencies or operations which can be done only at night or on weekends; and callouts. This classification is represented under collective bargaining. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
55%	E	Performs miscellaneous laboring duties in conjunction with barb wire , chain link, jersey wall requiring cement work, heavy thrie beam or metal beam guardrail.
40%	E	Operates and performs minor service to equipment such as a 4-yard dump truck with a attenuator crash cushion, a small personal lift 1 ton truck used to make repairs to damaged or installing new signs.
5%	M	May need to perform flagging operations lane closures, and to haul materials from warehouse to maintenance yard.

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 oversee a less senior Worker performing a specific operation.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Minor construction, repair and maintenance work (welding, cement 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.
- Knowledge of 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
- Basic safe work practices to protect safety and health of self and others
- Follow directions at a level required for successful job performance

ADA Notice

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- Work cooperatively with others

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decisions can affect the safety of the crew and the public, or result in equipment breakdowns, repairs or replacement. In the latter case, a job might need to be rescheduled.

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 and supervisors. Most contacts are in person. Most work is done in a crew setting; necessary to work cooperatively with others. Necessary to exercise restraint when dealing with coworkers or irate motorists.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is done in close proximity to traffic and equipment, repairing or replacing construction features that have already been damaged by errant vehicles. Incumbent must remain alert to conditions, especially when performing repetitive tasks or acting as lookout, and be able to get out of the way quickly.

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. Depending on task, work requires prolonged sitting and ability to enter/exit equipment repeatedly during the shift; bending, stooping, kneeling; shoveling; grip strength; routine loading/ unloading materials (sacks of cement, impact-absorbing cartridges, guardrail posts, rolls of chain link fence) to 50 pounds; with assistance, loads/unloads and places guardrail sections to 100 pounds; manual dexterity sufficient to operate equipment knobs and levers.

WORK ENVIRONMENT

Work is done outdoors, where incumbent will be exposed to blown dust; treated wood posts, exhaust fumes, fumes from cutting galvanized metal; noise from high-speed traffic nearby; uneven surfaces; extremes of heat and cold.

Personal safety requirements include but are not limited to:

- A serviceable leather work boot specifically fabricated for use in highway construction or maintenance activities must be worn.
- Long-sleeved 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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE