

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

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| CLASSIFICATION TITLE CT Equipment Operator I | OFFICE/BRANCH/SECTION 11/Maintenance/West Region | |
| WORKING TITLE CEO I, Chula Vista 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 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 supervision of a Caltrans Maintenance Supervisor and/or working with a CT 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 CT Highway Maintenance Worker. Work may be performed at heights requiring the use of harness, lanyard or other fall protection. Incumbent is required to be fitted for a respirator. A Class B drivers license with Tank endorsement is required while performing duties associated with maintaining the State highway system. The normal workweek is Monday through Friday, from 6:30am to 15:00pm 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.

TYPICAL DUTIES:

| Percentage | | Job Description |
|------------|---|---|
| 50% | E | Performs miscellaneous laboring duties in conjunction with sign, attenuator, jersey wall, and guardrail maintenance. If assigned to an outlying station, may haul material from warehouse to maintenance yard. Work involves use of various hand and pneumatic tools--impact wrench, ratchet, chainsaw, cutting torch, air-operated impact tools, shovel, trowel. |
| 45% | E | Operates and services equipment such as attenuator, 1-ton, small lift truck. Performs pre/post operative checks of all assigned equipment and keeps required records. |
| 5% | M | May perform the work of a Caltrans Highway Maintenance Worker if needed. |

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 a worker performing a specific operation.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- 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
- Work cooperatively with others

ADA Notice

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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.

SUPERVISOR (Print)