

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 CEO I, Kearny Mesa Special Programs	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 direction of a Caltrans Maintenance Supervisor or lead worker, the Caltrans Equipment Operator I operates and services various vehicles and equipment used in Landscape and Litter retrieval operations. Vehicles include but not limited to, Packers, 4 yard dump trucks, Shadow trucks, Brush removing equipment and 15 Passenger vans. A class "B" unrestricted driver's license with a 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 crew members. The normal work week is Wednesday through Saturday, from 0630a.m. to 1700 p.m. on 4/40 schedule. Incumbent may be required to work overtime including nights, weekends, holidays 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
Essential (E)/Marginal (M) ¹	
50% E	Works with and oversees a group of public service workers and contracted labor crews, involved in picking up of litter and debris. Gives instruction and assures that work is accomplished in accordance with all safety practices, policies and procedures. Makes attendance and performance reports to the supervisor, about public service workers. Duties include collection of litter, debris and landscape clippings. Operates 15 passenger vans, packers, shadow vehicles, light duty pick ups and various light power tools. Requires to perform and document daily pre-trip and post operational inspections on all equipment used. Keeps equipment and tools in clean operational condition, changes flat tires when required and performs minor repairs.
35% E	Works with and oversees public service workers and contract labor crews, performing landscape maintenance activities such as weeding, trimming, edging, fertilizing in areas determined by the supervisor or lead worker.
10% E	May be loaned to other crews for operational need performing miscellaneous laboring duties: such as traffic control, drain inspection, drain cleaning, or may perform minor facility maintenance.
5% M	May perform general cleaning of facility and maintenance of equipment.

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 the work and safety of a group of public service workers and/or contractors collecting litter and removing brush from the State highways. May oversee 1 or 2 workers or less senior employees in the absence of a supervisor or lead worker. Supervisor and lead workers are available via two way radio.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires thorough knowledge of materials, methods, equipment, tools and safety practices, policies and procedures while working on the roadside. Incumbent requires to employ and enforce all safety standards at all times. Incumbent may be responsible to oversee untrained and unskilled court ordered public service workers on a daily basis. Requires heavy manual labor, follows directions, works independently and cooperatively with others.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and poor decision making can effect the safety of self, coworkers, public service workers and the traveling public resulting in possible injury or loss of life. May expose the state to tort liability and damage the highway infrastructure, tools and equipment.

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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PUBLIC AND INTERNAL CONTACTS

Daily contact with supervisor, lead worker, crew members, county probation department employees, public service workers and contractors necessary to maintain cooperative working relationships. Must exercise restraint when dealing with irate motorist and uncooperative public service workers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is performed in close proximity to traffic and equipment. Incumbent must be alert and aware of surroundings. Incumbent must hear at a level sufficient to hear warning shouts and back up bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings and sufficient night vision to operate assigned equipment outside conventional working hours. Operating equipment requires prolonged sitting and sufficient manual dexterity to operate knobs and levers and ability to climb in and out of equipment. Other related duties require prolonged standing, bending, stooping, kneeling and loading/unloading of materials.

WORK ENVIRONMENT

Most work is performed out doors, where incumbent will be exposed to dust, wind, exhaust fumes, noise, uneven surfaces, extremes of heat and cold, inclement weather and moving traffic. May be exposed to loud noises, irritating plants, insects and animals.

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