STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

11-5-095

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Equipment Operator I	11/Maintenance/West Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CEOI, Escondido TW Crew	911-700-6890	

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 Highway Maintenance Leadworker, the CT Equipment Operator I operates and services Category 2 equipment used in various road maintenance activities and works with the rest of the crew in the performance of these activities. A Class B unrestricted commercial drivers 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 less senior crewmembers. The normal workweek is Monday through Friday, from 7:00 a.m. to 15:30 p.m. on a 5/40 work schedule. Incumbent will 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. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	Works with a crew performing highway maintenance activities; typical [illegible]s include sealing cracks; loading, unloading and shoveling material; digging or repal[illegible] [illegible]nage ditches and culverts; clearing drainage inlets, Traffic Control. Does miscellaneous laboring duties related to above activities, including litter removal, removal of weeds and Graffiti. Keeps simple records
25%	E	Operates and services maintenance equipment (pick-ups, cone truck, Mowers, Forklift, etc.) includes 4-yard trucks, 10 -yard trucks,rollers, kettles used in activities such as crack sealing; dig outs; fog seals and mowing. (List is not all-inclusive.)
25%	E	Removes obstacles, debris and carcasses from the traveled way or highway right of way. May assist in the repair or replacement of signs, fence, and guardrail posts. Performs other duties as needed, including, pothole repair, removing litter from highway roadsides, or the occasional direction of probationers involved in litter removal.
5%	M	May be loaned to other crews for miscellaneous labor duties: Traffic control, drain checking and clearing, may perform minor facility maintenance.

[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. May be placed in charge of 1 or 2 Workers performing specific operations (patching, crack sealing, etc.).

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.
- 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 construction and maintenance equipment in the performance of assigned duties; make minor

adjustments and emergency repairs; keep records of equipment usage and servicing
• Do heavy manual labor to assist in work related to highway maintenance

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.

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 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. 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 controls. Other related duties require prolonged standing; bending, stooping, kneeling; loading/unloading materials.

WORK ENVIRONMENT

Most work is done outdoors, where incumbent will be exposed to dust, exhaust fumes, noise, uneven surfaces, extremes of heat and cold.

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