

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE CT Equipment Operator I	OFFICE/BRANCH/SECTION 11/Maintenance/West Region	
WORKING TITLE CEO I, Camino Del Rio Landscape 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 direction of a Caltrans Maintenance Supervisor or leadworker, the CT 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 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		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Under the direction of a Caltrans Maintenance Supervisor or leadworker, the CT 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 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.
40%	E	In conjunction with landscape maintenance activities operates 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. In conjunction with landscape maintenance activities operates 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.
10%	M	Regulates traffic to ensure safe conditions for coworkers and the traveling public. Performs other duties as 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. On occasion, may be given lead responsibility over 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.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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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 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