STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS EQUIPMENT OPERATOR I (CEO I)	District 11 / Maintenance / West Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CEO I, Storm Water Crew	911-700-6890	

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 and/or working with a Caltrans Maintenance Leadworker, the CEO I operates heavy equipment used in conjunction with culvert cleaning and repair, channel cleaning and repair, including installation and maintenance of Storm Water treatment Best Management Practices (BMP) located on State highways or in medians. May perform duties normally assigned a Highway Maintenance Worker. Work may be performed in a confined space requiring the use a respirator and confined space training. Incumbent is required to be fitted for a respirator. A Class B unrestricted driver's license with Tank vehicle (N) endorsement is required while performing duties associated with maintaining the State highway system, Class A preferred. The incumbent will work individually or with a crew, and may occasionally oversee less experienced crew members. The normal workweek is Monday through Friday 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	Essential (E)/Marginal (M)[1]	Job Description
65%	E	Operates and services pick-ups and heavy equipment including loaders, backhoe, bobcat or similar equipment. Performs pre/post operative checks of all assigned equipment and keeps required records. If incumbent has a Class A unrestricted driver's license, may operate equipment normally assigned to a Caltrans Equipment Operator II (CEO II) up to 25% of the time for On-The-Job training and qualifications under the direction of the CEO II or Leadworker.
25%	E	Works with Supervisor and Leadworker to inspect Structural Water treatment devices with-in District 11, performs slope inspections and documentation when properly trained.
5%	M	Performs work involving the use of various hand and pneumatic tools--impact wrench, ratchet, chainsaw, cutting torch, air-operated impact tools, shovel, trowel.
5%	M	Other duties as required, may include storm patrol, snow removal, traffic control. Attends various training sessions including but not limited to, Maintenance Equipment Basic Operation (MEBO), Maintenance Equipment Training Academy (META), confined space training, safety, hazmat, fall protection and other training as needed or required. Training will include travel to out of district locations.

[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 oversee a Worker or less experienced crew member performing a specific operation. May be placed in charge at the jobsite during the absence of the Leadworker or Supervisor.

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.
- Basic safe working practices and the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program

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Ability to:

- Operate radio communication equipment
- 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
- 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. The incumbent works cooperatively with others and must exercise restraint when dealing with coworkers or irate motorists.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must hear at a level sufficient to hear warning shouts and backup bells; 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

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.

Personal safety requirements include but are not limited to:

- Appropriate footwear, in good and sturdy condition, must be worn; tennis or running shoes are not appropriate.
- 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.Some overnight travel, aside from training requirements, may be required, less than 10%.

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