

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Equipment Operator I (CEO I)	OFFICE/BRANCH/SECTION District 11/Maintenance/West Region	
WORKING TITLE CEO I, Escondido 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 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, incumbent operates equipment used in conjunction with sign, fence, guardrail, attenuators, and Jersey/Sound wall maintenance and or graffiti removal along State highways or in medians. When not operating a Back Up truck or Fence Repair truck, performs duties normally assigned to a Highway Maintenance Worker. Work may be performed at heights requiring the use of harness, lanyard or other fall protection. Incumbent maybe 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. A Class A unrestricted driver's license with Tank (N) endorsement is preferred. The incumbent will work individually or with a crew, and may occasionally oversee less experienced crew members. The normal workweek is 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) <sup>1</sup>		
40%	E	Operates and services 15 ft cargo bed truck with flashing arrow sign and truck mounted crash cushion (Back Up truck). May also drive Personnel Lift truck to the job site. Performs pre/post operative checks of all assigned equipment and keeps required records.
40%	E	Operates Fence Repair truck used in connection with guardrail and fence repair. Performs pre/post operative checks of all assigned equipment and keeps required records. May also operate a pick up truck with graffiti paint spray rig for graffiti removal. Keeps log and pictures of graffiti removed.
15%	E	Performs miscellaneous laboring duties in conjunction with guardrail, sign, attenuator and jersey wall maintenance. May haul materials from warehouse to maintenance yard.
5%	M	Performs work involving use of various hand and pneumatic tools--impact wrench, ratchet, chainsaw, cutting torch, air-operated impact tools, shovel, trowel. Writes time sheets and/or logs days work for the Supervisor and/or Leadworker to input into computer.

<sup>1</sup>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 less senior crew members performing a specific operation. On occasion, may be placed in charge at the jobsite during the absence of the Operator II, 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

Ability to:

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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- Operates radio communication equipment
- Communicate and follow directions at a level required for successful job performance
- Skillfully operate 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 must work cooperatively with others and 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

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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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