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, Kearny Mesa Functional 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, Caltrans Highway Maintenance Leadworker or other qualified crew member, the Caltrans Equipment Operator I operates, maintains and repairs various Maintenance and Landscape equipment and performs general laboring tasks associated with maintaining the State Highway system. The incumbent will work with other crew members repairing and replacing guard rail, fence, attenuators, jersey walls and when needed installing new signs and/or the replacement of damaged signs. This work may be performed at heights requiring the use of lanyards, harness or other fall protection. Incumbent may be required to be fitted for a respirator. The incumbent will operate various equipment requiring a Class B unrestricted commercial driver's license with (N) Tank Endorsement. Incumbent will be required to operate cone body truck, personnel hoist, fence repair truck and sign truck. When not operating the specified equipment, may perform any of the duties outlined under Caltrans Highway Maintenance Worker. The normal work week is Monday through Friday on a 5/40 schedule. Incumbent may be required to work overtime without notice when emergency occurs late in the shift or when necessary to complete an operation; for call outs; or planned overtime for on going emergencies or operations which can only be performed at night or on a weekend. This position is represented under collective bargaining. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Works with a crew performing highway maintenance activities; typical duties include guardrail repair and sign repair and replacement. Work involves repetitive heavy lifting and digging. Use of cutting torch and welder. Operates, services and makes minor repairs and adjustments to equipment used in road maintenance activities. Equipment includes Fence/Gaurdrail truck, Digger Derrick, 1-2 ton stake bed, personnel lifts and forklifts (list is not all inclusive). Performs and documents daily pre-trip and post operational inspections on all equipment used.
35%	E	Repairs and replaces fence along State Right of Way. Operates and services equipment. Performs routine maintenance activities as required for a Caltrans Highway Maintenance Worker.
5%	E	Places traffic control for daily operations. Operates light duty equipment including pick up trucks and cone body trucks (list is not all inclusive).
5%	E	Work varied shifts for night sign reviews and inventory. Compile list of replacement needs.
5%	M	May be loaned to other crews for miscellaneous labor duties: traffic control, storm patrol, drain checking and clearing. May perform minor facility maintenance and general cleaning of facility and maintenance equipment.

[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 less senior crew members performing specific operations (gaurd rail repair, sign replacement and repair, 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.
- Basic safe working practices and the safety and health policies and procedures contained in the Department's Injury

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and Illness Prevention Program

Ability to:
- Operate radio communication equipment
- 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 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.

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)	
SUPERVISOR (Signature)	DATE