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, Chula Vista Probation	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 or leadworker, the Caltrans Equipment Operator I operates and services various vehicles and equipment used in Landscape and Litter retrieval operations. Vehicles include but not limited to, Packers, 4 yard dump trucks, Shadow trucks, Brush removing equipment and 15 Passenger vans. A class "B" unrestricted driver's license with a 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 less senior crew members. The normal work week is Monday through Friday on 5/40 schedule. Incumbent may be required to work overtime including nights, weekends, holidays and may be required to work temporary and/or intermittent varied work shifts. 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 and oversees a group of public service workers and contracted labor crews, involved in picking up of litter and debris. Gives instruction and assures that work is accomplished in accordance with all safety practices, policies and procedures. Provides attendance and performance reports to the supervisor, about public service workers. Duties include collection of litter, debris and landscape clippings. Operates 15 passenger vans, packers, shadow vehicles, light duty pick ups and various light power tools. Performs and documents daily pre-trip and post operational inspections on all equipment used. Keeps equipment and tools in clean operational condition; changes flat tires when required and performs minor repairs.
35%	E	Works with and oversees public service workers and contract labor crews, performing homeless camp abatement and landscape maintenance activities such as weeding, trimming, edging, fertilizing in areas determined by the supervisor or leadworker.
10%	E	May be loaned to other crews for operational need performing miscellaneous laboring duties: such as traffic control, drain inspection, drain cleaning, or may perform minor facility maintenance.
5%	M	May perform 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 the work and safety of a group of public service workers and/or contractors collecting litter and removing brush from the State highways. May be placed in charge over less senior crew members in the absence of a supervisor or leadworker. Supervisor and leadworkers are available via two way radio.

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:

- Operate radio communication equipment

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- 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 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 works cooperatively with others and must exercise restraint when dealing with coworkers or irate motorists.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is performed in close proximity to traffic and equipment. Incumbent must be alert and aware of surroundings. Incumbent must hear at a level sufficient to hear warning shouts and back up 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 knobs and levers and ability to climb in and out of equipment. Other related duties require prolonged standing, bending, stooping, kneeling and loading/unloading of materials.

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.

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)

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