STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Equipment Operator II (CEO II)	District 11/Maintenance / West Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Caltrans Equipment Operator II, Carlsbad Travelway (PI)	911-700-6286-	

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, the Caltrans Equipment Operator II operates and services heavy equipment used in highway maintenance activities and works with the rest of the crew in performance of these activities. A Class A unrestricted driver's license with endorsements Tank 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 a 5/40 work schedule. The 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
50%	E	Operates and services heavy equipment used in activities such as grading roadways, pavement and bank protection; oiling, patching or resurfacing sections of highway, etc. Includes 4-yard and kettle, 10-yard trailer with backhoe, grader, loader, vibratory roller, chip spreader, tractor with boom, street sweeper, (list is not all-inclusive.)
45%	E	May operate equipment normally assigned to a Caltrans Equipment Operator I (Class B driver's license required) Does miscellaneous laboring duties related to above activities: traffic control, loading, and unloading materials, litter removal.
5%	M	Occasionally acts as a crew leader to oversee daily operations when crew leader is unavailable.

[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 1 or 2 less senior workers performing specific operations (patching, crack sealing, etc.). On occasion, may be placed in charge at a job site in the temporary absence of the lead worker 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:

- 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

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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, waste of materials, tort liability, or a diminished public opinion of this agency.

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. The incumbent must to exercise restraint when dealing with coworkers or irate motorists.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Almost all work is done in close proximity to traffic and equipment; incumbent must hear at a level sufficient to hear warning shouts and backup alarms. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings, and sufficient night vision to respond to call-outs after hours. Prolonged sitting required to operate equipment; sufficient manual dexterity to operate controls and tie- down equipment to be hauled. Working with the crew and responding to call outs require prolonged standing; bending, stooping, kneeling; loading/unloading materials (to 50 pounds). If assigned to storm patrol, incumbent will be seated in his/her equipment length of shift.

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)

SUPERVISOR (Signature)	DATE