

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS EQUIPMENT OPERATOR II	OFFICE/BRANCH/SECTION District 01 / Maintenance / Special Crews	
WORKING TITLE CEO II - Signs & Stripes North	POSITION NUMBER 901-653-6286-	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:

Working under the supervision of a Caltrans Maintenance Supervisor and lead guidance from a Caltrans Highway Maintenance Leadworker, incumbent assists with various striping, pavement markings, sweeping, and sign installation; works individually or with a crew performing tasks related to highway maintenance work. Must have knowledge of basic safe work practices and the provisions of the California Vehicle Code applying to the operation of vehicles, servicing, minor adjustments, and emergency repairs to equipment. Occasionally may be mandated to work out of town on 'per diem'. Incumbent will also be working with other crews, when needed. Required to possess a valid Class A driver's license with Tank endorsement; Hazardous Materials endorsement is desirable.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% E	Work with crews involved in maintaining and installing pavement delineation on State Highways. This includes maintenance and installation of striping, pavement markings, and signs. Also covers marker or stripe grinding and sweeping operations. Operation of district paint and thermoplastic stripers, shadow vehicles, digger derrick, sweeper, forklifts, and CMS mounted pick-up trucks.
25% E	Will perform and assist with operator level scheduled and preventative maintenance on equipment assigned to unit including stripers, sweepers, thermoplastic truck, shadow vehicles, grinders, and pick-up trucks. Will perform pre and post operative equipment checks.
20% E	Roadside Sign repair, cleaning, clearing, plumbing and installation of new signs directed by Traffic Safety Office. Additionally, provides traffic control support for district electrical and bridge crews. Works with district sign, raised markers, pavement markings, camera, and culvert inspection crews.
15% E	Traffic paint and thermoplastic application; installing or refreshing highway in accordance with the California Manual on Uniform Traffic Control Devices.
5% E	Equipment Care: Servicing, minor repairs, adjustments, emergency repairs, cleaning of equipment and keeping all pertinent records.
5% M	Record Keeping and Reporting: Crew report forms, fuel purchases/usage, vehicle usage and material usage reports.

¹ESSENTIAL 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

This position does not supervise, but may assist in training lesser experienced personnel or act as Leadworker to cover temporary absences.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Materials, methods, and equipment used in signs and pavement delineation. Perform heavy manual labor, follow oral and written directions. Works in close cooperation with crew members, other branches, maintenance crews, other state agencies, city and county agencies, and the general public.

Possession of a valid Class A California Commercial Driver License with a minimum of tank endorsement.

Ability to work safely around high-density traffic.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions

May work irregular shifts, nights, or weekends as required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in tort liability for the State and/or loss or damage to State property, could also place this individual, fellow workers, and/or the public in an unsafe situation. Poor decisions could reduce efficiency or increase the cost of maintenance operations.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public, and employee is expected to maintain a favorable public image for the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent must be physically capable of utilizing writing instruments, hand tools, manual digging tools and electric tools. Incumbent may be required to bend, stoop, twist, power grasp, use fine manipulation, stand, sit, squat, lift and pull during performance of their duties. Incumbent must have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding and working on other structures associated with state facilities. Incumbent should have visual and color acuity adequate for performing the essential functions of the job.

Mental: Incumbent must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide an end product that is safe and usable.

Emotional: Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties.

WORK ENVIRONMENT

Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to 20 degrees. You can be exposed to strong winds, rain, sleet, and snow while performing your assignments.

Will be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

Personal safety requirements include:

- A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
- B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department.

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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