

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Equipment Operator II	OFFICE/BRANCH/SECTION D2/Maintenance/Field Maintenance Region	
WORKING TITLE Caltrans Equipment Operator II	POSITION NUMBER 902-693-6286-XXX	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, the incumbent operates equipment identified as Category 1 and Category 2 used by assigned unit, and works individually or with a crew performing tasks related to highway maintenance work.

Employee will operate vehicles requiring a Class A commercial driver's license with tank vehicle endorsement and operate and service specified equipment used in highway maintenance, structure maintenance, emergency service, landscape or construction.

When not operating the specified equipment, will perform any of the duties outlined under Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker or Caltrans Landscape Maintenance Worker classifications; and do other related work.

Employee will be assigned to perform non-equipment operation duties normally assigned to other classifications as part of their normal assignment.

Incumbent must be able to pass a Respirator Physical Exam and be certified in respirator use.

Employee may be assigned to other operational units and/or geographical areas as operational needs dictate.

Employee will be required to travel and stay out of town up to 60% of the time.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45% E	Under direction, operate, service and care (minor repairs, adjustments, emergency repairs, etc.) of Category 1 and Category 2 equipment used by the assigned unit. The incumbent will operate tank type vehicles and end-dump trucks from 2 to 10 cu. yards, with either automatic or manual transmission, and equipped with chemical injection devices, snow plows and sanders; may also operate front-end loaders, motor graders, snow blowers, equipment trailers, rear & side flail mowers, slope mowers and other related vehicles while performing stated duties. Execute moving lane closure operations as well as other traffic control duties such as setting up lane closures on multi-lane highways, flagging operations, shoulder closures, and chain control within snow removal areas. Properly operate 2-way radios. Use products that could be hazardous or dangerous if not handled properly including but not limited to pesticides, cleaning solvents, petroleum based products, and bio-hazardous materials.
45% E	When not operating the specified equipment, accomplish tasks normally performed by the assigned unit. Such tasks may include, but are not limited to, manual and mechanical weeding, paving, shoulder grading, mowing, ditch cleaning, dig outs, pavement patching, repair or replacement of guide markers, signs, fence, guardrail, clean culverts, traffic control, litter pick up, maintenance of roadside rests, any other duties that would normally be assigned to a Highway Maintenance Worker or Landscape Maintenance Worker. Operate manual/power hand tools including but not limited to shovels, rakes, pitchforks, brooms, post-drivers and pullers, wrenches, chainsaws, weed eaters, hay blowers, weed elimination tools, hydro seeding equipment, jack-hammers, hand saws, pruning shears, picks, shovels, digging bars, power drills, power grinders. Operate culvert cleaning equipment and tank vehicles. Clean drainage facilities with both hand and power equipment. Perform heavy labor associated with, but not limited to highway structures, cleaning ditches, placing asphalt material, crack sealing, culvert openings, erosion control, vegetation planting and establishment, installing storm water protection measures, litter pickup, sign and guardrail installation and repair. Perform litter and dead animal removal and disposal.

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Conduct weed, brush and small tree removal and disposal operations.

5% E Attend all required training programs. Perform Custodial work duties including but not limited to sweeping, emptying trash, cleaning restroom facilities and replenishing supplies. Perform minor repairs to maintenance stations and highway facilities including but not limited to window replacement, toilet repair, and painting.

5% E Record Keeping and Reporting: Crew report forms, pre and post operative equipment checks, fuel purchases/usage, Material usage reports.

<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.

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## SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Employee will receive supervision from a Caltrans Maintenance Supervisor in charge of the assigned unit. In his/her absence, a Caltrans Maintenance Leadworker or other qualified person may be in charge. There are times when incumbent may work for other Supervisors and/or work units, as workload requires.

Employee may at any time be placed in charge of a work crew or asked to act as the lead person for a short duration.

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## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices; highway maintenance procedures; highway or landscape maintenance and construction equipment and operation; servicing, minor adjustment, and emergency repair of such equipment.

Ability to read, write, and follow oral and written directions in English at a level required for successful job performance; do heavy manual labor; keep records. Assists in work relating to the maintenance of highway, structure and landscaped areas. Skill in operating a variety of complex or heavy maintenance equipment.

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

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.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may endanger the environment, co-workers and/or the public. Poor decisions may result in the failure to properly service, maintain or operate the highway infrastructure, create liability for the department, cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the environment, employees and members of the public. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

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## 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.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Some of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor. Employee will be required to bend; stoop; climb; kneel, reach, push, pull, sit and

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stand for long periods of time. May be required to assist in the clean up of various types of accidents involving personal injury to others and/or hazardous spills. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Employee must be able to work alone.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of imminent danger at the work site. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night work is required and vision must be suitable safely working in the hours of darkness.

## WORK ENVIRONMENT

Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and snow. During the winter months the workweek is normally 5/8-hour days. During the summer months the workweeks may be changed to 4/10-hour days. The scheduling of the 5/8 days or the 4/10 days is at the discretion of the District Management. 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.

Travel is required. The incumbent will stay overnight, in lodging establishments, away from their residence up to 80% of the year.

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