

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Equipment Operator II	OFFICE/BRANCH/SECTION District 4/Maintenance/North Bay	
WORKING TITLE Equipment Operator II	POSITION NUMBER 904-610-6286-xxx	EFFECTIVE DATE 12/05/2014

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 designee, and with the lead guidance from a Caltrans Leadworker, the Caltrans Equipment Operator II is responsible for the general maintenance of the state highways, freeways, landscaped areas, and/or bridges. The incumbent will be required to service, maintain and operate category 1, 2, and 3 equipment requiring a class (A) commercial driver's license with tank vehicle endorsement. When incumbent is not operating equipment, may perform any of the duties outlined under Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker, or Caltrans Landscape Maintenance Worker as part of their normal duties.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
55 % E	Must perform manual task associated with maintenance of State Highway landscape areas, travel way, maintenance yards and other State work sites. Other tasks may include: heavy manual labor, AC paving, shoulder grading, mowing, pruning, ditch cleaning, digouts, pavement patching, replacing or repairing guide markers, signs, clean drains/culverts, traffic control, removal of animal carcasses, litter pickup, install and maintain one way traffic control and lane closures, guardrail repair, fence repair, and bridge maintenance and repair.
25% E	Maintain and operate Category 1, 2, and 3 trucks and equipment used in the general maintenance of the State Highway landscaped areas and travel way.
10% E	Respond to emergencies on the highways for traffic control, spill material cleanup, storm patrol and cleanup, facilities repair, etc. Including outside normal work hours such as nights, weekends, and holidays. Incumbent will also require incident and emergency response duties as part of the District 4's Bay Area Incident Response System (BAIRS).
5% E	Installation and maintenance of work closures
5% E	Perform facility custodial and maintenance duties at the maintenance station.

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

Normally does not supervise others, may temporarily cover for Leadworker or Supervisor during short duration absences.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have the knowledge of operation and care of equipment and trucks. They must have the ability to communicate and follow directions at a level required for a successful job performance and must be able to keep records. During all of these duties, the employee will put safety for himself, his fellow employees, the environment and the public first.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

A poor decision could result serious injury or death to you, another Caltrans employee, or a member of the traveling public. Poor judgement may also result in damage to equipment or highway facilities.

PUBLIC AND INTERNAL CONTACTS

The incumbent must be able to work with other Caltrans employees, contractors, the California Highway Patrol, employees of other agencies, or private companies and members of the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to wear safety equipment and will be required to lift heavy objects, operate power hand tools and small equipment, and work extended shifts. Will be expected to respond to emergencies at night and on weekends in a timely manner.

WORK ENVIRONMENT

The incumbent can be expected to work outdoors most of the time in all types of weather. The incumbent is subject to sunburn, poison oak, snake and insect bites, loud noise, dust and chemicals. In addition, the job is in close proximity of vehicular traffic. May be required to work rotating shifts, including nights weekends and holidays.

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