

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE BRANCH/SECTION	
Caltrans Equipment Operator II	04-Division of Maintenance-East Bay/Delta Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Caltrans Equipment Operator II	904-690-6286	09/26/2014

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 Supervision of a Caltrans Maintenance Supervisor, or Caltrans Highway / Landscape Maintenance Leadworker, the incumbent operates vehicles requiring a Class A commercial drivers license with tanker endorsement and hazardous materials endorsement. Maintains and operates specified equipment used in highway or maintenance, structure maintenance, emergency service, landscape, or construction. When not operating the specific equipment, may perform any of the duties outlined under the Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker, or Caltrans Landscape Maintenance Worker, and do other related work. The incumbent may be required to work alternate work shifts such as, but not limited to, 9/80, 4/10, involving nights, weekends and Holidays. The incumbent must be available to respond to after hour emergency call outs, with a reasonable response time.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
50%	E	Incumbent will operate and maintain all types of equipment, i.e. graders, loaders, backhoes, rollers, sweepers, vactors, 10 & 13 speed trucks, tankers, and spray rigs associated with maintenance of State highways and rights of way. Work may involve cleaning or inspecting culverts, ditches and drains, AC and pothole patching, PCC slap repair and replacement, bridge and pump hose repairs, clearing slides, removing fallen trees, and performing flood control, spraying chemicals. Incumbent will be required to work with other crews (landscape, bridge/special, or tree) and assist with their functions.
40%	E	Incumbent will work with crew members doing manual labor using hand tools including shovels, AC lute, pitchfork, handsaw, sledge hammer, various wrenches, jackhammer, digging bar, chain saw, rake, weed eater, broom, litter pickers and other common hand tools. Work may include heights above 7 feet, working steep or uneven terrain.
5%	E	Attend required training and on the job training. Training may involve travel.
5%	M	Incumbent will perform building clean up and janitorial duties.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position does not supervise.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of safety practices, traffic regulations, operations and care of equipment.  
Knowledge of traffic control for moving and stationary operations.  
Ability to learn to operate equipment and tasks associated with maintaining State assets.  
Ability to assess circumstances and act appropriately according to training or reason.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Incorrect decisions or errors in judgment could result in, improper work practices that may endanger the safety of both Caltrans employees and the public, personnel grievances, violation of health, safety or departmental standards, not

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meeting Maintenance program objectives, torts, personnel injuries, substandard work quality, unnecessary expenditures, inefficient and unnecessary use of resources, unsafe conditions and adverse action.

## PUBLIC AND INTERNAL CONTACTS

Employees must be capable of maintaining good internal relationships with fellow employees and be able to answer general questions from the traveling public; however, no routine public contacts are assigned.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must; be physically capable of utilizing hand tools and manual digging tools, be able to bend, stoop, twist, pull, grasp, sit, stand, lift, push, pull, and reach above their head in order to load vehicles, in the course of their duties, be able to walk and/or work on uneven terrain and highly sloped areas, be able to work above ground at heights of above 7 feet, be able to work in confined spaces, be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner using logic and deductive skills to provide an end product that is safe and usable, have the skills and ability to resolve emotionally charged situations, reasonably and diplomatically, when interacting with the public or other employees, be able to cope with pressure and maintain focus during an emergency, and act appropriately. Incumbent may be required to wear a respirator and pass a respirator physical.

## WORK ENVIRONMENT

The incumbent may expect to; work in all types of weather with temperatures ranging from 20 to 110 degrees, strong winds, rain, fog, sleet, and flooding, be exposed to, poison oak, snakes, insect, loud noise, dust, chemicals, flying debris, high speed vehicle traffic adjacent to the work zone, and moving construction equipment in the work zone, and other environmental conditions associated with Highway or Landscape Maintenance.

The incumbent may be required to; work at heights greater than 7 ft., remove homeless debris and dead animals, work in confined spaces, travel and stay overnight to attend mandatory classes, respond to emergencies after and before their shift, weekends and holidays, change their shift due to Departmental necessities, i.e. floods, earthquakes, and storms. The incumbent will be required to wear safety equipment such as earplugs, hard hats, proper footwear, and safety glasses.

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