

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS EQUIPMENT OPERATOR II	OFFICE/BRANCH/SECTION 904-730	
WORKING TITLE CALTRANS EQUIPMENT OPERATOR II	POSITION NUMBER 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:

Under the Supervision of a Caltrans Maintenance Supervisor, and guidance from a Leadworker the incumbent operates vehicles requiring a Class A commercial drivers license with tanker endorsement and Hazardous materials endorsement. Maintains & operates specified equipment used in highway 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. Will be required to work nights and/or weekends or irregular shifts. Also the incumbent must be available to respond to after hour emergency call outs, with a reasonable response time.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Under the direction of a leadworker or other designated person in charge, incumbent is required to operate and maintain all types of maintenance equipment: graders, loaders, backhoes, rollers, sweepers, vactors, 10 & 13 speed trucks, tankers & etc. Incumbent will be required to assist with and/or install lane closures, moving closures, one-way traffic control or other forms of traffic control when needed. Will be required to work with other crews (landscape, bridge/special, or tree) and assist with their functions
30% E	Incumbent will work with crew members performing maintenance duties. This is to include but not limited to, operate all types of maintenance equipment & vehicles, including hand tools. Incumbent will be required to do minor equipment maintenance & repairs. Perform manual weeding, pruning, & cutting on sloped areas. Pick up litter or dig by hand, ground work on paving operations, and read and understand simple blue prints/plans and written instructions.
20% M	Incumbent will perform building clean up and janitorial duties.

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 cover for the supervisor or leadworker during temporary absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Safety practices and traffic regulations, operations, and care of equipment. Must have knowledge of traffic control for moving operations, lane closures, and provide shadow protection when required. Must have the ability to learn and operate any new piece of equipment or function with that job in a reasonable amount of time. Must be able to respond to emergency situations and use sound judgement.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgement could result in equipment failure or damage. This could also affect the safety of your self, crew members, the environment and the traveling public. This could result in legal action being taken against the department and yourself.

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PUBLIC AND INTERNAL CONTACTS

Incumbent will routinely make contact with the general public. In addition, contractors, Caltrans construction field personnel, Other Caltrans work crews, San Quentin Prison Guards.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be capable of understanding and performing the essential functions of the job. Incumbent must be of sound mind.

Incumbent must have the capacity for stable and reasonable interaction with Supervisors, Fellow Workers, and the general public during the performance of their duties.

WORK ENVIRONMENT

Incumbent will be exposed to the following conditions; Loud noise; dust; pollen; chemicals; extreme weather conditions; dead animals; moving vehicular traffic; vehicle accidents; Spiders and insects, poison oak and uneven terrain.

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