**CALIFORNIA DEPARTMENT OF TRANSPORTATION**
**DUTY STATEMENT**

| CLASSIFICATION TITLE<br>Caltrans Equipment Operator II | DISTRICT/DIVISION/OFFICE<br>04 / Maintenance/South West Region 730 | |
|---|---|---|
| WORKING TITLE<br>Caltrans Equipment Operator II | POSITION NUMBER<br>904-730-6286 | EFFECTIVE DATE<br>12/13 |

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**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 Tank endorsement issued by DMV. Operate & service 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 typically assigned a Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker, or Caltrans Landscape Maintenance Worker.

Incumbent's work hours will be 7:30 a.m. to 4:00 p.m., Monday through Friday. To help the Department with scheduling, the incumbent may be asked to work alternate work shifts such as but not limited to 9/80, 4/10, work nights or weekends. May be required to respond to after hour emergency call-outs.

**TYPICAL DUTIES:**

| Percentage<br>Essential (E)/Marginal (M)[1] | **Job Description** |
|---|---|
| 50% (E) | Under the guidance of a leadworker, 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. |
| 35% (E) | Incumbent will work with alone and with crewmembers performing maintenance duties requiring use of various hand and power tools. Will perform minor equipment maintenance & repairs. Perform manual weeding, pruning, & cutting on sloped areas. Pick up litter or dig by hand, ground work on paving operations, work with simple blue prints/plans and written instructions. |

10% (E) Assist with pesticide application using vehicle or manual application, involves the use of respirator.

5% (M) Incumbent will perform building clean up and janitorial duties.

***SUPERVISION EXERCISED OVER OTHERS***

This position does not supervise, but may cover for the supervisor or leadworker during temporary absences.

***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 judgment.

***CONSEQUENCE OF ERROR/RESONSIBILITY FOR DECISIONS***

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.

***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 EQUIREMENTS***

**Physical:**

Incumbent must be physically capable of utilizing, hand tools, manual-digging tools. Incumbent will be required to bend, stoop, twist, pull, grasp, sit, stand, lift, push and pull, drag material while walking. Must have the ability to lift heavy material above head to load vehicles. Must be able to walk and/or work on uneven terrain and highly sloped areas. Must be able to wear a respirator and pass a respirator physical. Will be required to wear a dust mask on various paving operations.

**Mental:**

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

**Emotional:**
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.

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I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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.)

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EMPLOYEE DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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SUPERVISOR DATE