

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS EQUIPMENT OPERATOR II	04/Maintenance/Specialty Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Caltrans Equipment Operator II	904-760-6286-xxx	12/01/2014

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 and lead guidance from a Caltrans Highway Maintenance Leadworker, incumbent assists in the installation, removal and renewal of pavement markings within District 4 Right of Ways. Class A driver license with tank endorsement is required. This also includes grinding operations. Handles and lifts large quantity of 50-lb bags. Operation and care of light trucks and commercial vehicles used for pavement delineation. Must have knowledge of basic safe work practices and the provisions of the California Vehicle Code applying to the operation of vehicles, servicing, minor adjustments, and emergency repairs to equipment. Occasionally may be mandated to work out of town on 'per diem'. Occasionally, work in stationary freeway lane closures. Incumbent will also be working with other crews, when needed, which includes other specialty region units. Ability to communicate and follow simple written and oral directions, keep records, and perform heavy manual labor. May operate Class A equipment 95% of the time.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Work with crews involved in maintaining and installing pavement markers on State Highways. This includes maintenance and installation of pavement markings, raised markers and stripings. Also covers grinding operations and the requirement of lifting large quantities of 50 lb bags. Operation of district paint and thermoplastic stripers, shadow vehicles, forklifts, and CMS mounted pick-up trucks. Operate grinders and recovering grind material for proper disposal.
20%	E	Will perform and assist with operator level scheduled and preventative maintenance on equipment assigned to unit including stripers, shadow vehicles, grinders, and pick-up trucks.
20%	E	Traffic paint and thermoplastic application; installing or refreshing highway in accordance with the California Manual on Uniform Traffic Control Devices.
10%	E	Working with district sign, raised markers, pavement markings, camera, and culvert inspection crews. Additionally, provides traffic control support for regional electrical crews.
5%	M	Assists other crews within the region, when required.

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 function in a lead worker capacity when assigned by the supervisor and when working with less experienced striping personnel.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Materials, methods, and equipment used in pavement delineation. Perform heavy manual labor, follow oral and written directions. Works in close cooperation with crew members, other branches, maintenance crews, other state agencies, city and county agencies, and the general public. Posses a valid Class "A" Driver's License w/Tank endorsements.

The position requires seasonal travel to remote areas within the region and state. May work irregular shifts, nights, or weekends as required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, decision making, and trouble shooting skills could affect public safety or result in tort liability for the department. The work environment could also be rendered unsafe for employees involved in the project.

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PUBLIC AND INTERNAL CONTACTS

Incumbent will routinely contact or interact with other Caltrans personnel, contractors, engineering consultants, and the general public. These contacts may take the form of verbal or written communications relating to the assignment. The incumbent will be in a high visibility position as a State representative.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent must be physically capable of utilizing writing instruments, hand tools, manual digging tools and electric tools. Incumbent may be required to bend, stoop, twist, power grasp, use fine manipulation, stand, sit, squat, lift and pull during performance of their duties. Incumbent must have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding and working on other structures associated with state facilities. Incumbent should have visual and color acuity adequate for performing the essential functions of the job.

Mental: Incumbent must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide an end product that is safe and usable.

Emotional: Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties.

WORK ENVIRONMENT

The incumbent will be working in a vehicle controlled environment, subject to weather changes.

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