

POSITION DUTY STATEMENT

PM-0924 (REV 03/2006)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS EQUIPMENT OPERATOR II	04/Maintenance/Specialty Region Signs	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS EQUIPMENT OPERATOR II	904-760-6286	10/01/2013

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 as scheduled; 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: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS (INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS.) WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE (SUCH AS A DRIVERS' LICENSE.)

Under the general direction of a Caltrans Maintenance Supervisor or delegated person "in-charge". Incumbent works with a crew in the repair, installation, removing and cleaning of ground mounted and overhead signs. This also includes operation and care of light vehicles and commercial vehicles and equipment in the performance of sign repair and installation. Handles and lifts sign posts, signs and sand. 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. Ability to communicate and follow simple written and oral directions, keep records, and perform heavy manual labor. This includes working on catwalks of overhead signs and use of personnel hoists in cleaning of graffiti and cover plate installation. A commercial driver's license class A is required.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

60%(E) Repair, install, remove and clean ground mounted and overhead signs on state highways and facilities: using blueprints and installation orders. Work on catwalks of overhead signs and use personnel hoist to clean graffiti and for plate cover installations. Includes handling and lifting sign posts, signs and sand, using hand and power tools. Operate various equipment used by the crew including: digger derricks, both 2&3 axle, personnel hoists, both telescoping and articulated, forklifts, various large trucks, Class A license with air brake endorsement required, tanker trucks.

20%(E) Prepare equipment for use in performing assigned tasks, including preventative maintenance and minor repair. Prepare materials such as: treated sign posts, multiple lengths and sizes, including box beam type, assembled signs, graffiti removal products, for use by the crew

15%(E) Assist other crews such as Raised Marker, Pavement and Culvert crews. Perform traffic control including setting and retrieving traffic cones, signs and barriers. Clean and maintain job site and yard.

5%(M) Attend training, keep minor records and keep tools and equipment clean and in good repair.

¹ 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 but incumbent may function in a lead worker capacity when assigned by the supervisor and when working with less experienced personnel.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Materials, methods, and equipment used in sign repair, cleaning and installation. Perform heavy manual labor, follow oral and written directions including blue prints and installation orders. Works in close cooperation with maintenance crews, other divisions, city, county and state agencies. May work irregular shifts, nights, or weekends as required.

POSITION DUTY STATEMENT

PM-0924 (REV 03/2006)

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.

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 catwalks on overhead signs. 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 on state highways and 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.)

POSITION DUTY STATEMENT

PM-0924 (REV 03/2006)

EMPLOYEE (Print)	DATE
EMPLOYEE	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR	DATE