STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Equipment Operator II	05/Maintenance/Saratoga Gap	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Equipment Operator II	905-620-6286-xxx	

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 the Equipment Operator II is responsible for operating and servicing highway maintenance, landscape or construction equipment (identified as category A & B by Caltrans) at least 50% or more of the time. Incumbent may be assigned to perform non-equipment operation duties as part of their normal assignments.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Operate Class I and Class II equipment. Perform pre-operational and post-operational inspections on a variety of vehicles and equipment. Perform the manual tasks associated with the maintenance of state highways and bridges; clean and clear culverts, ditches and other drainage structures of debris; maintain road shoulders, berms and guardrails, and assist in removal of slides from work site and repair fence. Operate manual/power hand tools not limited to: shovels, rakes, pitchforks, brooms, post pullers and drivers, slide hammers, wrenches, picks, hand saws, pruning sheers and digging bars. Operate and maintain common power tools which could be but not limited to: chainsaws, weed eaters, hay blowers, hydro seeders, jack hammers, drills, impact wrenches, pole saws and grinders. Operate 2 way radios. Move a variety of heavy objects that could be equal to or greater than 60 pounds such as concrete forms, bridge jacks, concrete/pothole patch bags and pails, tires, litter bags, limbs and tree parts by either lifting, pulling or pushing which can be performed either manually or by machinery. Remove and install traffic signs and maintains traffic control devices where required by using the proper tools. Cut weeds, brush and small trees
25%	E	Remove and install traffic guardrail, barriers and other safety devices to insure safety of driver by using the appropriate equipment and tools. Remove snow or place abrasives on highways during snow storms, or cold temperatures. Operate pilot car and flagging duties or other traffic control as needed. Place traffic messages and traffic lines to insure drivers have proper indicators and messages to guide them in driving safely to their destination using appropriate equipment and tools. Perform minor repairs and adjustments to vehicles and other equipment in the field or maintenance station sufficient to keep equipment operational and in good condition.
15%	E	Provide training to other employees. Attend training classes offered, and legally mandated by the department. Work with or supervise special program crews.
10%	M	Pick up and dispose of dead animals and other debris on the highway. Cleanup homeless camps within State R/W. Perform custodial work duties such as but not limited to: sweeping, emptying trash, cleaning restroom facilities and replenishing supplies, etc.

[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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have knowledge of operation and care of construction and automotive equipment including light trucks. The incumbent must have some knowledge of minor construction; repair and maintenance work, provisions of the

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California Vehicle Code applying to the operation of vehicles, highway maintenance procedures, highway and landscape maintenance and construction equipment and operation, servicing, minor adjustments and emergency repair of such equipment. Incumbent must have skill in operating a variety of complex or heavy maintenance equipment and making minor adjustments and emergency repairs to such equipment. Ability to communicate and follow written and oral directions at a level required for successful job performance, do heavy manual labor and keep records. Assist in work relating to the maintenance of highways, structures and landscape areas.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly service and maintain or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the operator and/or crewmembers as well as the traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with the California Highway Patrol, County Agencies, members of the public as well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear safety equipment such as earplugs, hardhat, eye protection breathing apparatus and other safety equipment deemed necessary by the supervisor. The incumbent may be required to move heavy objects or stand/sit for prolonged periods. Position requires bending, stooping and/or kneeling. May be required to assist in the cleanup in the event of an accident involving injuries and hazardous spills. May have to walk on uneven surfaces, climb slopes and ladders. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses. Must have the ability to follow guidelines, policy and procedures and rules set by the Department.

WORK ENVIRONMENT

Incumbents work hours usually will be 7:30 AM to 4:00 PM, Monday through Friday. To help the Department with scheduling, incumbents may be asked to work alternate work shifts; such as but not limited to 9/80, 4/10 or night work. Incumbent can be expected to be outside most of the day in all kinds of weather. The work is physically demanding and requires stamina, agility and strength. The worker is not only subject to sunburn, poison oak, snake and insect bites but loud noise, dust and chemicals. There may be times the incumbent works in confined spaces and is required to wear a respirator or dust mask. In addition the job is hazardous because it is performed at the side of the road or in the roadway itself where workers are exposed to vehicular traffic. Incumbent may be required to work rotating or irregular shifts including weekends, holidays, and nights and in emergency situations caused by storms, floods, traffic accidents or natural disasters.

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.

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SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE