

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

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|--|--|------------------------------|
| CLASSIFICATION TITLE<br>Caltrans Equipment Operator II | OFFICE/BRANCH/SECTION<br>District 5-Maintenance-North Region |                              |
| WORKING TITLE<br>Equipment Operator                    | POSITION NUMBER<br>905-630-6286-XXX                          | EFFECTIVE DATE<br>April 2014 |

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:**

Under the supervision of a Caltrans Maintenance Supervisor the Equipment Operator 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.

**TYPICAL DUTIES:**

| Percentage                              |   | Job Description   |
|---|---|---|
| Essential (E)/Marginal (M) <sup>1</sup> |   |   |
| 50%                                     | E | Operates equipment listed on the Level of Equipment list. Performs pre-op inspections on a variety of vehicles. Performs the manual tasks associated with the maintenance of state highways and bridges; cleans and clears culverts, ditches, and other drain structures of debris; maintains road shoulders, berms, and guardrails, and assists in removal of slides from work site and repairs fence. Operates manual/power hand tools not limited to shovels, rakes, pitchforks, broom, post pullers, drivers and wrenches. Common power tools used could be but not limited to chainsaws, weed eaters, hay blowers and hydro-seeders, jack hammers, hand saws, pruning sheers, picks, shovels, digging bars, power drills and power grinders. Operates 2-way radios. Moves a variety of heavy objects that could be equal to 60 pounds such as concrete forms, bridge jacks; concrete bags and pails; tires; by either lifting, pulling, or pushing, which can be performed by either manually or by machinery. |
| 20%                                     | E | Removes and installs traffic signs to maintain traffic control devices where required by using proper tools. Cuts weeds, brush and small tree removal and disposal from roadside shoulder. Removes and installs traffic signs to maintain traffic control devices where required by using proper tools. Cuts weeds, brush and small tree removal and disposal from roadside shoulder. Removes and installs traffic signs to maintain traffic control devices where required by using proper tools. Cuts weeds, brush and small tree removal and disposal from roadside shoulder.  |
| 15%                                     | E | Performs custodial work duties such as but not limited to sweeping, emptying trash, cleaning restrooms facilities and replenishing supplies, etc. Operates 'pilot' car and flagging duties, and other traffic control. Performs minor repairs and adjustments to vehicles and other equipment in the field sufficient to keep equipment operational and in good condition. Removes and install traffic guardrail, barriers, and other safety devices to insure the safety of drivers by using appropriate equipment and tools.  |
| 15%                                     | M | Performs custodial work duties such as but not limited to sweeping, emptying trash, cleaning restrooms facilities and replenishing supplies, etc. Pick-up and dispose of dead animals. May use products that could be hazardous or dangerous if not handled properly, such as pesticides, toxic liquids, herbicides, roundup, etc. Provide training on equipment. Places pavement 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.  |

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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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Normally this position does not supervise, however, the incumbent may be called upon to act in absence of the supervisor for a short duration.

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of, operation and care of automotive equipment, including light trucks. The incumbent must have some knowledge of minor construction; repair and maintenance work, provisions of the California Vehicle Code applying to the operation of vehicles, highway maintenance procedures, highway or landscape maintenance and construction equipment and operation, servicing, minor adjustment, and emergency repair of such equipment.

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 directions at a level required for successful job performance; do heavy manual labor; keep records. Assists in work relating to the maintenance of highway, structure, and landscaped areas.

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### 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 crew members.

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### PUBLIC AND INTERNAL CONTACTS

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

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent maybe required to wear safety equipment, such as earplugs, hard hats, eye protections, breathing apparatus; move heavy objects, stand or sit for prolonged periods. Position requires bending, stooping and/or kneeling. Maybe required to assist in the clean up in the event of an accident involving drivers and or hazardous spills. May have to walk on uneven surfaces, climb slopes and ladders. Must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses.

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### WORK ENVIRONMENT

Incumbent can expect to be outside most of the day in all kinds of weather. The work is physically demanding and requires stamina, agility and strength. Maybe subject to not only sunburn, poison oak, snake, and insect bites, but loud noise, dust and chemicals. 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. There is also the possibility of injury by working with and around heavy equipment. Workers maybe required to work rotating or irregular shifts, including nights and in emergency situations caused by storms and floods.

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.

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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

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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