

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Equipment Operator II	D5/Santa Barbara	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Equipment Operator	905-650-6286-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		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 shears, 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.
25%	E	Remove and install traffic signs and maintains traffic control devices where required by using the proper tools. Sets up lane closures for traffic control. 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. Operate pilot car and flagging duties or other traffic control as needed. Provide training to other employees. Attend training classes offered, and legally mandated by the department. Work with or supervise special program crews.
20%	E	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. May use products that could be hazardous or dangerous if not handled properly, such as pesticides, toxic liquids, herbicides, roundup, etc.
5%	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. Provide training on equipment.

<sup>1</sup>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.

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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.

**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.

**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.

**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.

**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. Workers maybe required to work rotating or irregular shifts, including nights and in emergency situations caused by storms and floods.

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)

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SUPERVISOR (Signature)

DATE