

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE BRANCH/SECTION	
Caltrans Equipment Operator II	District 5 - Maintenance- Bridge Crew	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Equipment Operator II	905-660-6286	

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 Bridge Maintenance Supervisor or the Highway Maintenance Leadworker, the Equipment Operator II is responsible for operating bridge maintenance equipment and tools, repairing bridges and other structures. Incumbent must possess a Class A CDL with required endorsements. Incumbent work hours currently are a 4/10 shift. To help the Department with scheduling, incumbent will be required to work alternate work shifts; such as a but not limited to 9/80, 5/40, or night or weekend work. Extended overnight travel is required and can be up to as much as 75% of the time. Being able to work around great heights and confined spaces is required. Will be required to work overtime, nights and weekends as workload dictates.

TYPICAL DUTIES:

Percentage		Job Description
60%	E	Make repairs to damaged bridge components such as but not limited to: railings, girders, soffits, columns, bearings, joints, etc. Perform manual labor and operate equipment listed on the Level of Equipment list associated with the maintenance of highways and bridges. Perform pre and post op inspections on a variety of vehicles. Monitor safety devices such as air sniffers, traffic control devices and supplied air respirators. Operate manual/power hand equipment tools not limited to shovels, rakes, pitchforks, broom, handsaws, hammers. Commonly used power hand tools are not limited to chain saws, circular saw, compressor, electric and gas welders, drills, jackhammers, and chipping hammers. Operate two way radio, set traffic signs, cones and message boards to guide motorists safely to their destination.
30%	E	Inspect bridges and or related structures as generated by bridge reports or field requests. Attend and participate in safety meetings. Help plan and schedule work with the Supervisor and Leadworker and receive required training. Maintain and clean assigned equipment.
10%	M	Perform custodial work duties such as but not limited to sweeping, emptying trash, cleaning restroom facilities and replenishing supplies, etc. Pick up and dispose of dead animals and other debris on the highway.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of tools and equipment used in maintenance of highways, provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles. The incumbent must have some knowledge of minor construction; repair and maintenance work and provisions of the California Vehicle Code applying to the operation of vehicles. The incumbent must have knowledge of highway maintenance procedures including but not limited to Chapter 8, Storm Water Pollution, the Maintenance Manual, the Code of Safe Operating Practices, and Caltrans maintenance activities.

Ability to communicate to others, follow and give directions at a level required for successful job performance; Ability to establish and maintain cooperative relations with those contacted in the course of work. May be required to do heavy manual labor. May also assist in work relating to the maintenance of, structures, signs, storm water issues, landscape and all other highway facilities.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to perform the duties correctly would result in work being done over at extra cost and could result in accidents and or injuries to the employees and or the traveling public, resulting in extensive liabilities to the State of California. Incumbent is responsible to carry out all safety requirements of the Department.

PUBLIC AND INTERNAL CONTACTS

Employee will have extensive contact with other Maintenance Crews in the District. Incumbent will need to be diplomatic when dealing with others. The incumbent may be asked to work with representatives from the California Highway Patrol. The incumbent will have contact with members of the public as well as all levels of Caltrans.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear safety equipment, such as earplugs for loud noises, hard hats, eye protection, breathing apparatus, move heavy objects, stand or sit for prolonged periods. Will be required to bend, stoop, or kneel. Will have to walk on uneven surfaces, climb slopes and ladders. May be required to assist in the clean up in the event of an accident involving drivers and or hazardous spills. Will be required to work concrete and quick setting material. Must be able to work near fast moving traffic. 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

The incumbent can be expected to be outside much of the time in all kinds of weather. Maybe subject to not only sunburn, poison oak, snake and insect bites. but loud noises, dust and chemicals. In addition the job is hazardous because it is performed in the roadway itself or next to it, where workers are exposed to vehicular traffic. There is also a possibility of injury by working with and around heavy equipment. The incumbent may/will be exposed to loud noise, dust, chemicals, hot material, extreme weather conditions and great heights. Incumbent work hours currently are a 4/10 shift: 6:30 AM to 5:00 PM, Monday through Thursday with Fridays and Saturdays, Sundays off. Will require overnight stay up to 75% of the time in various locations throughout the district and other locations outside of the district. Will be required to work rotating or irregular shifts, including nights, and in emergency stressful situations caused by emergencies, storms, floods or disasters. Almost all of the normal work done by these crews is on the travel way with exposure to fast vehicular traffic.

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