

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Equipment Operator II	05/Maintenance/Storm Water	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Equipment Operator II	905-660-6286-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 or the Caltrans Maintenance Leadworker, the Caltrans Equipment Operator II is responsible for operating and servicing highway maintenance, landscape or construction equipment. Incumbent will perform duties such as but not limited to: drain and culvert cleaning and inspection, shaping ditches, and slope erosion protection. Incumbent will be required to operate, maintain and make minor repairs to various types of equipment used in all these tasks. This is a District Wide Storm Water Crew with over night travel required up to 75% of the time. Incumbents work hours currently are a 4/10 shift: 6:30 AM to 5:00 PM, Monday through Thursday.

TYPICAL DUTIES:

Percentage		Job Description
60%	E	Perform pre-op inspections on a variety of vehicles. Perform the manual tasks associated with the maintenance of state highways and bridges; clean and clear culverts, ditches and other drain structures of debris, operate hydro seeder or mulch blower and other related storm water duties. Operate a variety of maintenance equipment related to drain cleaning and slope erosion protection. Operate manual/power hand tools not limited to: shovels, rakes, pitchforks, brooms, post pullers and drivers and wrenches. Common power tools used could be are not limited to: chainsaws, weed eaters, GPS's instruments, hand saws, pruning sheers, picks, shovels, digging bars, power drills. Operate 2-way radios. Move a variety of heavy objects that could be equal to 60 pounds such as concrete forms, drain covers, bridge jacks, concrete bags, hay bales, mulch bags by either lifting, pulling or pushing, which can be performed by either manually or by machinery or with help from others.
30%	E	Remove and install traffic signs to maintain traffic control devices where required. Operate 'pilot' car and flagging duties, and other traffic control. Cut weeds, brush and small tree removal and disposal from roadside shoulder. Perform minor repairs and adjustments to vehicles and other equipment in the field sufficient to keep equipment operational and in good condition. Attends and participates in various training classes and safety meetings.
10%	M	Help train new employees coming on to the crew. Pick-up and dispose of dead animals in a manner required by the area. Remove highway debris that may be hazardous to the traveling public. May be loaned to other crews as necessary.

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

Possess knowledge of operation and care of Caltrans equipment, including light trucks. The incumbent must have 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. 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 directions written or verbal at a level required for successful job

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performance; do heavy manual labor and keep records. Involved with 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 or the traveling public.

PUBLIC AND INTERNAL CONTACTS

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

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear safety equipment, such as earplugs, hard hats, eye protections, breathing apparatus, rain gear, 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. May be exposed to not only sunburn, poison oak, snake and insect bites, but very 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. Worker will be required to work rotating or irregular shifts, including, nights and in emergency situations caused by storms and floods. Will be required to repel down slopes and cannot be afraid of heights and will be required to work in confined spaces. When drain cleaning the work environment is wet and muddy requiring the incumbent to wear rain gear.

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