Ref: 06-646 PARF 06-6-____ (10 positions P.I.)

CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE CALTRANS EQUIPMENT OPERATOR II	**DISTRICT/DIVISION/OFFICE** DISTRICT 6 /MTCE/COARSEGOLD	
WORKING TITLE CEO II Permanent Intermittent Winter/Snow	**POSITION NUMBER** 906-640-6286-	**EFFECTIVE** 2015

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 lead direction from a Caltrans Highway Maintenance Leadworker, incumbent will operate all types of highway maintenance equipment. In addition, incumbent will perform miscellaneous labor intensive activities associated with highway maintenance such as fence and guardrail repair, flagging traffic, spraying weeds, litter removal, highway patching and sign replacement. Duties will also include assisting in landscape maintenance along with storm water related activities in support of the Department's storm water pollution prevention program. Work hours usually will be 7:00 AM to 3:30 PM, with the possibility of changes during summer months as determined by Region. May be required to work rotating or irregular shifts including weekends and holidays. Must be able to respond within thirty minutes to assigned maintenance station in order to be considered for overtime call-outs.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1]	Job Description
40% (E)	Operate and service highway maintenance equipment, such as graders, loaders, backhoes, snow plows and other equipment requiring a Class A drivers license.
30% (E)	Operate and service highway maintenance equipment such as dump truck, cargo trucks, mowers, spray rigs and other equipment requiring a Class B or C drivers license.
25% (E)	Hand patching of pavement, shoveling material, loading material on trucks, replacing damaged sign posts, brush and weed control including chemical spraying, litter removal and various other maintenance activities, including traffic control/flagging, setting of lane closures. In addition incumbent will be involved in fence and guardrail repair, graffiti removal and will require the operation of power tools such as weed-eaters.

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5% (M) May be loaned to other crews, areas, or divisions for operational need and may participate in Special Programs relating to Storm Water and Special Events. Will participate in META/formal training to achieve the departmental goals.

[1] ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
[2] MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION EXERCISED OVER OTHERS

Normally does not supervise; may act as lead for two or three person crew for short periods of time.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Must have a thorough knowledge of the operation and care of automotive and construction equipment.
- Must have thorough knowledge of the provisions of the California Vehicle Code applying to the operation of vehicles.
- Must have knowledge of the regulations and safety practices.
- Must have a working knowledge of highway and structure maintenance procedures.
- In addition to operating equipment, must have the ability to make minor adjustments and emergency repairs to equipment.
- Must have the ability to learn various work procedures.
- Must have the ability to understand both written and verbal instructions and to carry out these instructions.
- Must have the ability to work cooperatively with other employees.
- Must have a valid Class A California drivers license, with Tank Endorsement

CONSEQUENCE OF ERROR/RESONSIBILITY FOR DECISIONS

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Work assignments and instructions are provided; decisions are generally made at a higher level. Most serious consequence of errors would occur with exercise of poor judgement or improper safety practices which could result in injury to self, co-workers or the travelling public. Decisions made should consider the protection and preservation of lives, environment and property.

PUBLIC AND INTERNAL CONTACTS

Internal contacts are usually limited to other employees and supervisors working out of the same yard or superintendents territory; some contact with travelling public, as well as law enforcement and other government agencies.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

May require heavy manual labor, including routinely lifting 50 lbs. or more. Position may require long periods of driving or standing dependent on assignments. The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. Position requires incumbent to move heavy objects, stand or sit for prolonged periods, bending, stooping and or kneeling. Incumbent must have the ability to walk on uneven surfaces, climb slopes, ladders, and work on elevated scaffolding. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems.

WORK ENVIRONMENT

Incumbent will be required to work outside in all kinds of weather and subject to environmental conditions. The work is physically demanding and requires stamina and agility. In addition, the job will require incumbent to work on or near roadways with vehicular traffic as well as working with and around heavy equipment, hot and/or pressurized materials/chemicals used for highway work.

I certify that I can perform the duties listed above with/without reasonable accommodation.

_____
EMPLOYEE DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

_____
SUPERVISOR – Adam Wimberley DATE

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