

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS EQUIPMENT OPERATOR II	OFFICE/BRANCH/SECTION 07/MAINTENANCE/EAST	
WORKING TITLE CALTRANS EQUIPMENT OPERATOR II	POSITION NUMBER 907-640-6286	EFFECTIVE DATE

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:**

Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent will operate various equipment used by assigned unit requiring a Class A Commercial Driver's License with a minimum of tank (N) endorsement used by assigned unit. License must be valid and unrestricted. Will work individually or with a crew performing tasks related to highway maintenance work: paving, mowing, ditch cleaning, dig outs, remove brush/undergrowth from highway right of way, pavement patching, repair or replacement of guide markers, signs, fence, guardrail, clean culverts, traffic control, litter pick up, graffiti removal, make minor repairs to and clean signs and markers. May be assigned as a dedicated operator on specialty equipment. In the absence of the Caltrans Maintenance Supervisor, a leadworker or other qualified person may be in charge. May receive training from other employees of the crew, region, district, or headquarters. The incumbent will be required to work overtime, irregular shifts/alternate work schedules including nights, holidays, and weekends, and may be required to work temporary and/or intermittent varied work shifts. May be required to respond to emergency situations and calls. Possession of a Qualified Applicator Certificate (QAC) is desirable. The incumbent may perform chemical spraying with possession of a valid QAC. May be loaned to other cost centers. This position is represented under collective bargaining.

Duties include, but are not limited to:

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
45%	E	Operate various equipment used by the assigned unit. Make minor repairs, adjustments, emergency repairs, perform lube service, clean equipment, and maintain all pertinent records. Perform pre and post operative equipment checks.
40%	E	Paving, shoulder grading, mowing, ditch cleaning, dig outs, pavement patching, repair or replacement of guide markers, signs, fence, guardrail, clean culverts, traffic control, litter pick up, graffiti removal, make minor repairs to and clean signs and markers. Use power and hand tools.
10%	E	Work on traffic control, set and pick up lane closure, traffic cones, flares, and advance work signs; act as a flag person, operate the pilot car, backup truck, and lane closure truck; operate a two-way radio.
5%	M	Record keeping and reporting: crew report forms, fuel purchases/usage, and material/inventory usage reports.

<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**

No direct supervision. May at any time be placed in charge of a work crew as the responsible person in charge per Chapter VIII Maintenance Manual Volume I.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction, provisions of the current California Vehicle Code as it pertains to the loading and operation of motor vehicles, and rules and regulations pertaining to highway maintenance practices. Must have ability to work safely and effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors may expose co-workers and/or the public to possible injury or loss of life. Errors may also cause an inefficient use

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

---

of time and tax dollars through extra expense in the maintenance of highways or damage to State equipment and facilities. Errors may expose the State to liability for damages to public property.

---

### PUBLIC AND INTERNAL CONTACTS

Must maintain good relations with the public, Caltrans employees, and employees/representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of the assignment. Contact may be with hostile persons and the incumbent is expected to maintain a favorable public image for the Department and the State.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Must have physical ability to react quickly to errant motorists and do strenuous hand and mechanical labor.

Note: Typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating equipment 45% of the time on a year-round basis. The remainder of the activity is labor intensive and includes but is not limited to the following: Standing, Sitting, and Walking; Lifting/Carrying; Overhead/Other Reaching; Twisting; Climbing/Balancing; Bending/Crouching/Squatting/Crawling; Simple Grasping; Fine Manipulation.

Hearing and sight are essential because the incumbent must hear directions and equipment and must see in order to perform duties safely. Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety (i.e., look out alarm devices including vehicle horns used to warn employees of imminent danger at the work site) as per Chapter 13 of the Caltrans Injury Illness Prevention Program.

Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations, and adopts an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by his/her unit and provide high quality service to both internal and external customers.

---

### WORK ENVIRONMENT

Work in a wide range of sometimes extreme conditions including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and/or snow.

During the winter months the work week is normally five 8-hour days. The scheduling of the work days is at the discretion of Region Management. May be scheduled to work night shift as needed to meet operational needs with proper advance notice as per the Bargaining Unit 12 Memorandum of Understanding.

May work scheduled and/or emergency overtime due to storms, callback, special work projects, or to meet operational needs. Overtime will be assigned per the Bargaining Unit 12 Memorandum of Understanding.

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

- A. Appropriate footwear in good and sturdy condition.
  - B. Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
  - C. Long pants. No shorts or cutoffs.
  - D. Provided safety gear: hard hats, safety glasses, hearing protection devices, face shields, gloves, respirators, chaps, or other safety gear must be worn when required by the department including during hazmat conditions and/or incidents when required.
- 

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.)

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

---

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