

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS EQUIPMENT OPERATOR II	OFFICE/BRANCH/SECTION 07/SPECIAL CREWS/BRIDGE CREW NORTH	
WORKING TITLE CALTRANS EQUIPMENT OPERATOR II	POSITION NUMBER 907-740-6286	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 Bridge Maintenance Supervisor, the employee will require a Class A California Commercial Driver's License with a minimum of tank and hazardous material endorsements used by assigned unit. You will work individually or with a crew performing tasks related to bridge maintenance work. Employee may be assigned as a dedicated operator on specialty equipment. In the absence of the Caltrans Bridge Maintenance Supervisor, a Caltrans Maintenance Leadworker or other qualified person may be in charge. There are times when employee may work for other Supervisors and/or work units, as required by operational needs. Employee may receive training from other employees of the crew, region district or headquarters.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	When not operating the specified equipment accomplish tasks normally performed by the assigned unit. Such tasks may include, but are not limited to various phases of bridge structure maintenance, such as repairing spalled or damaged concrete to bridge rails, decks, joints and substructure and super structure members.
35%	E	Makes minor repairs, adjustments, emergency repairs; performs lube service; cleans equipment and maintains all pertinent records. Pre and postoperative equipment checks. Reports any malfunctioning equipment or repair to the supervisor.
10%	E	Works on traffic control, sets and picks up lane closure, traffic cones, flares, and advance work signs; acts as a flag person; operates the boom truck, scissor truck, platform truck, backup truck, and lane closure truck; operates a two-way radio.
5%	M	Record Keeping and Reporting: Crew report forms, fuel purchases/usage, and material/inventory usage reports.

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

No direct supervision.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in bridge 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 bridge maintenance practices. Ability to work safe and work effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions. Knowledge of minor equipment maintenance and repair.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of bridges, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property and delay project completion/delivery.

PUBLIC AND INTERNAL CONTACTS

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 their assignment.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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Contact may be with a hostile person, the employee 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. Employee must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating equipment 25% of the time on a year-around basis.

The remainder of the activity is labor intensive and includes but is not limited to the following:

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

Typical concrete bridge repair: Standing and walking using hand tools 75%. Sitting and driving 25%.

Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting 95% of the day

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to: Materials used to repair concrete bridge members: Burke 928 50#, Sharp Shot 50#, Allcrete 50#, Cement 100# and Sacked Rock 50#. Other examples of lifting are shoveling materials. Each shovel full of sand or rock weighs approximately 15 lbs. This is a hands on crew, approximately 80% of our work is continuous lifting, twisting and bending.

Transport and/or carry – Bagged/boxed material, which may weigh 50 to 100 lbs., must be transported and/or carried from storage areas to equipment and from equipment to job sites, which may be on uneven terrain. Tools are transported and/or carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools may include but not limited to chipping hammers, pavement breakers, electric tools, hoses, concrete saws, drills, jacks, jacking plates, signs, standards, flags, cones, etc. and may be transported and/or carried on uneven terrain.
50%

Overhead reaching – Overhead work includes but not limited to pulling yourself up into many types of equipment, holding up signs, servicing equipment on the lube hoist, signaling other workers, loading material into/on equipment, chipping concrete and installing wood or steel forms.
25%

Other Reaching – Includes but not limited to setting cones, lubing and checking equipment, shoveling, driving, shifting, holding signs picking up cones; often done on a continuous basis, over 60% of the work shift.
20%

Pushing/Pulling – Includes but not limited to installing bridge forms, replacing steel bridge rail, jacking and supporting bridges, shoveling, hooking up trailers, pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing tires.
25%

Twisting - The Operator twists while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a lane closure truck. Other twisting includes but is not limited to shoveling and setting down and picking up traffic cones.
20%

Climbing/Balancing – Is done in and out of equipment, up and down banks/slopes, ladders, stairways, (often with a load of material or supplies); onto steps and walkways to do engine checks on equipment. One example would be to climb on a heavy equipment trailer to secure the load with chain binders; inspect and /or repair substructure members of a bridge.
25%

Bending/Crouching/Squatting/Crawling – The Operator often bends continuously throughout the day while operating

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equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The employee also crawls around and underneath equipment while checking and servicing equipment. Other examples would be repairing concrete deck and joint spalls.

25%

Simple Grasping – This activity is necessary about 95% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials.

95%

Fine Manipulation – This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment. A higher percentage of the time would be saws or similar equipment.

2%

Importance of hearing and sight – Both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her duty 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 eminent danger at the work site. As per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual. It is mandatory on the bridge crew to have an annual hearing test.

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 snow.

This is a Monday to Friday crew. Daily shift starts at 0600am and ends at 1430pm.

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

May be requested to work out of town occasionally.

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

A. Appropriate footwear, in good and sturdy condition, must be worn.

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.

E. Hearing and respirator testing is mandated annually.

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)

SUPERVISOR (Signature)

DATE
