

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE CALTRANS EQUIPMENT OPERATOR II	OFFICE/BRANCH/SECTION 07/SPECIAL CREWS/ NIGHT SIGN CREW	
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 improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent operates equipment identified as Category 1 and category 2 used by assigned unit, and works individually or with a crew engaged in the removal of graffiti on overhead sign and bridge structures on the State highways in his area of responsibility. This employee receives functional guidance from a Caltrans Highway Maintenance Leadworker. There is continual guidance while work is in progress. The Caltrans Maintenance Supervisor makes the final review for acceptability and completeness.

Will be required to operate and maintain all hand equipment and material involved with the painting out of graffiti.

May be required to work at but not limited to 350' above land or water using various painting equipment. Will be required to work out of truck personnel baskets hung from crane trucks by cable or personnel baskets on hydraulic booms. Employee may be required to assist in raised pavement marker operations.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
45%	E	Operate Category 1 and Category 2 equipment used by the assigned unit.
45%	E	When not operating the specified equipment, accomplish tasks normally performed by the assigned unit. Such tasks may include, but are not limited to, traffic control, litter pick up. Operate a 2-ton cargo or a personnel lift truck. On large projects, works with crew members usually performing physical labor, including but not limited to, handwork like sweeping, shoveling, loading and moving 5 gallon paint buckets, hauls garbage and performs other unskilled laboring tasks by using such tools as shovel, broom, airless paint sprayers. Employee will be responsible for assisting with night moving lane closures.
5%	E	Equipment care: Servicing, minor repairs, adjustments and emergency repairs, cleaning of equipment and keeping all pertinent records.
5%	E	Record Keeping and Reporting: Crew report forms, pre and postoperative equipment checks, fuel purchases/usage, material 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

Employee will receive supervision from a Caltrans Maintenance Supervisor in charge of the assigned unit. In his/her absence, Caltrans maintenance Lead worker or other qualified person may be in charge. There are times when the incumbent may work for other Supervisors and/or work units, as workload requires.

Employee may at any time be placed in charge of a crew as acting Lead worker, only in the absence of the Lead worker.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have the knowledge of materials, methods, equipment and tools used in highway maintenance; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices.

Possession of a valid Class A California Commercial Drivers License with the minimum of N (tanker) endorsement.

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Ability to work safely around high-density traffic.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public, and employee is expected to maintain a favorable public image for the state.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorists 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 45% of the time on a year-around basis. The remainder of the activity is labor.

Standing, Sitting and Walking are 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:

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: assisting with the loading and unloading of a tire and rim, which can weigh over 75 lbs. Another example of lifting is shoveling material. Each shovel full lifted weighs approximately 15 lbs. 80% of this lifting would be floor to waist and 20% lifted above the waist. Another type would be lifting/loading garbage bags filled with litter, which requires continuous bending and lifting. Other items include 5 gallon buckets of paint, portable airless paint sprayer units and its equipment, fusee cases.

Carrying – Bagged /boxed material, which may weigh 50 to 100 lbs., must be carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried include shovels, brooms, signs, standards, flags, cones, paint hoses, etc. and may be carried on uneven terrain.

Overhead Reaching - Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times a day, holding up signs, servicing equipment on the lube hoist, signaling other workers and loading material into/ on equipment.

Other Reaching - Includes but not limited to setting cones, lubing and checking equipment, shoveling, driving, using paint spray gun or wand, shifting, setting work signs, picking up cones: often done on a continuous basis.

Pushing/Pulling – Includes but not limited to shoveling, pulling paint hoses, opening garage doors, hooking up trailers: working cranks on equipment stands: tightening and loosening nuts on bolts. Installing and removing tires.

Twisting - The operator twists while driving equipment and will do on a continuous basis, especially while operating a spray gun, backing up or turning around while operating a pilot car. Other twisting is done while operating paint sprayer, shoveling, sweeping and setting down and retrieving traffic cones which weighs 10 lbs.

Climbing/Balancing – Climbing is done in and out of equipment, up and down banks and used in fine manipulation of

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slopes, ladders, stairways (often with a load of material or supplies); onto steps and walkways to do engine checks on equipment.

Bending/Crouching/Squatting/Crawling – The Operator often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The Operator also crawls around and underneath equipment while checking and servicing equipment and other equipment parts.

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.

Fine Manipulation - This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment.

Importance of hearing and sight – Both are essential on the job because the operator must hear directions and equipment and must have adequate night vision with or without prescription glasses in order to perform his/her duty safely.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent dangers at the work site. As per chapter 13 of the Caltrans Injury and Illness Prevention Program safety manual. Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

WORK ENVIRONMENT

Required to work in a wide range of sometimes-extreme conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, snow, dust, noise and uneven surfaces.

The workweek is normally 4/10-hour nights, 1900 P.M. to 0530 A.M. Monday night through Friday morning. The scheduling of the 4/10- hour nights is at the discretion of the Region Management. Employee may be scheduled to work the day shift as needed to meet operational needs with proper advance notice as per Bargaining Unit 12, Memorandum of Understanding. Out of town work in Ventura County, Lancaster, Palmdale or the Grapevine area may be required eight to fifteen weeks a year. Call back, special work projects and overtime will be assigned per the Bargaining Unit 12, Memorandum of Understanding.

Employee will be required to work overtime due to callbacks, special work projects or to meet operational needs. Overtime will be assigned per Bargaining Unit 12, Memorandum of Understanding.

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

- A. Appropriate footwear, in good and sturdy condition, must be worn.
- B. For night work: ANSI Class III warning garments shall be worn. This may be achieved by combining ANSI Class E pants worn with an ANSI Class II vest over white coveralls.
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear: hard hats, safety glasses, hearing protection devices, face shields, gloves, respirators, chaps and other safety gear must be worn when required by the Department.

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)

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EMPLOYEE (Signature)	DATE
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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