

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS EQUIPMENT OPERATOR II	OFFICE/BRANCH/SECTION 07/MAINTENANCE/SPECIAL CREWS	
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 Maintenance Supervisor, the incumbent will operate equipment used by assigned unit. This position requires a Class A Commercial Driver's License with a minimum of tank (N) endorsement. Will work individually or with a crew performing tasks related to highway maintenance work: paving, mowing, ditch cleaning, dig outs, removal of brush/undergrowth from highway right of way, pavement patching, repair or replacement of guide markers/signs/fences/guardrail, cleaning culverts, traffic control, litter pick up, maintenance of roadside rest areas, graffiti removal, making minor repairs to and cleaning 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 may be required to work overtime, irregular shifts/alternate work schedules including nights, holidays, and weekends; may be required to work temporary and/or intermittent varied work shifts; and may be required to respond to emergency situations and calls. 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) ¹		
45%	E	Operates equipment used by the assigned unit. Makes minor repairs, adjustments, emergency repairs, performs lube service, cleans equipment, and maintains all pertinent records. Performs pre and postoperative equipment checks.
40%	E	Accomplishes tasks normally performed by the assigned unit. Such tasks may include but are not limited to paving, shoulder grading, mowing, ditch cleaning, dig outs, pavement patching, repair or replacement of guide markers/signs/fence/ guardrail, cleaning culverts, traffic control, litter pick up, maintenance of roadside rests areas, graffiti removal, making minor repairs to and cleaning signs and markers. Uses power and hand tools.
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 pilot car, 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. May at any time be placed in charge of a work crew as the responsible person in charge over other Caltrans workers and/or Special Program Workers such as California Conservation Corpsmembers, probationers, etc. 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 work effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions.

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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 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 public 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: 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-round 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:

Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools, 40%; Sitting and driving, 50%.

Snowy day: Sitting and operating large trucks, loaders, motor graders and snow blowers, 90%; walking and standing, checking out equipment, 10%

Crack sealing: Standing, walking, operating truck, 95%

Chip sealing: Standing, operating truck, loader, spreader, 80% to 90%

Paving: Operating trucks, motor graders, loaders, pavers, 45%; Standing and walking, raking and shoveling, 45%

Litter pickup/patrol: Lifting, walking, and climbing in/out of vehicle, 95%

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

Lifting (floor to bench to floor) – Items lifted may be any of the following but not limited to: tire chains for vehicles, which may weigh as much as 75 pounds per chain - in the winter months these could be handled on a daily basis; a post driver which weighs approximately 60 pounds; assist with the loading and unloading of a tire in a rim which can weigh over 75 pounds. Another example of lifting is shoveling material. Each shovel full weighs approximately 15 pounds and may total 1,000 to 1,500 pounds of sand or asphalt lifted per day - 80% of this lifting would be floor to waist and 20% lifted above the waist; installing marker posts at least two feet into the ground requires lifting up and pulling down the 60-pound driver 10 to 150 strokes per posts. Other lifting includes pothole mix, cement, sealant blocks, superfine, buckets of paint, and working stock inventory.

Another type of lifting is light pickup – loading garbage bags with litter, tire carcasses, and other small debris off of roadway which requires continuous bending and lifting.

Transport and/or carry – Bagged/boxed material which may weigh 50 to 100 pounds must be transported and/or carried from storage areas to vehicles and from vehicles to job sites which may be on uneven terrain. Tools are transported and/or carried a from few feet to 100 yards and weigh from a few ounces to 50 pounds each. Tools may include but are not

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limited to picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be transported and/or carried on uneven terrain.

Overhead reaching – Overhead work includes but is not limited to pulling self up into many types of equipment, pruning, holding up signs, servicing equipment on the lube hoist, signaling other workers, and loading material into/onto equipment.

Other Reaching – Includes but is not limited to setting cones, lubing and checking equipment, graffiti removal, raking, shoveling, driving, shifting, and holding signs picking up cones. These activities are often done on a continuous basis for more than 60% of the work shift.

Pushing/Pulling – Includes but is not limited to shoveling, using crack sealing squeegee, asphalt lute work, opening doors, hooking up trailers, installing plows/sanders/kettles, pulling on hoses, working cranks on equipment stands, tightening and loosening nuts/bolts, installing and removing tires and chains, pulling down on post drivers, pulling brush and limbs, animal carcasses, pulling chains, etc.

Twisting - Done while driving equipment and on a continuous basis especially while backing up or turning around while operating a pilot car. Other twisting includes but is not limited to dragging brush, shoveling, raking, and setting down and picking up traffic cones.

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 (such as climbing on a heavy equipment trailer to secure the load with chain binders), inspecting and/or cleaning large storm drain facilities.

Bending/Crouching/Squatting/Crawling – Often done continuously throughout the day while operating equipment and performing physical labor. These activities are necessary when picking up and laying down tools and material; also crawls around and underneath equipment while checking and servicing equipment, putting on or removing snow chains, and tightening or replacing grader blades and other equipment parts.

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

Fine Manipulation – This occurs less than 2% of the shift and usually while writing reports or manipulating the knobs and levers on the equipment. May also occur when operating saws or similar equipment.

Importance of hearing and sight – both are essential on the job because of the close proximity of moving traffic and the need to hear directions and equipment; must have sufficient vision in order to perform tasks safely.

Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety as per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual (i.e., look out alarm devices, including vehicle horns used to warn employees of imminent danger at the work site).

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. Must reason logically, draw valid conclusions, make appropriate recommendations, and adopt 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 the 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

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of Region Management. May be scheduled to work the 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 Hazardous Materials conditions and/or during 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.)

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