

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

| | | |
|--|--|----------------|
| 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 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 operates equipment used by the 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 the assigned area of responsibility. The incumbent receives functional guidance from a Caltrans Highway Maintenance Leadworker and 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 feet 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. May be required to assist in raised pavement marker operations.

TYPICAL DUTIES:

| Percentage | Job Description |
|---|---|
| Essential (E)/Marginal (M) ¹ | |
| 45% E | Operate 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 and 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, hauling garbage, and performing other unskilled laboring tasks by using such tools as shovel, broom, and airless paint sprayer. Responsible for assisting with night moving lane closures. |
| 5% E | Perform 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 post operative 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

Incumbent will receive supervision from a Caltrans Maintenance Supervisor in charge of the assigned unit. In the Supervisor's absence, a Caltrans Highway Maintenance Leadworker or other qualified person may be in charge. Incumbent may work for other Supervisors and/or work units as workload requires.

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.

Must have possession of a valid unrestricted Class A Commercial Driver's License with the minimum of tank (N) endorsement.

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.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may endanger co-workers and/or the public. Errors 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

Must maintain good relationships 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 the incumbent 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-round 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 shift.

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 pounds. Another example of lifting is shoveling material with each shovel full weighing approximately 15 pounds. Eighty percent of this lifting would be floor to waist and 20% is lifting above the waist. Another example is lifting/loading garbage bags filled with litter which requires continuous bending and lifting. Other lifting includes five-gallon buckets of paint, portable airless paint sprayer units and equipment, and fusee cases.

Carrying – Bagged/boxed material which may weigh 50 to 100 pounds 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 pounds each including shovels, brooms, signs, standards, flags, cones, paint hoses, etc. and may be carried on uneven terrain.

Overhead Reaching - Overhead work includes pulling self up into many types of equipment from 0 to 30 times each day, holding up signs, servicing equipment on the lube hoist, signaling other workers and loading material into/onto 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 and is 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 so 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 weigh ten pounds.

Climbing/Balancing – Climbing is done in and out of equipment, up and down banks and used in fine manipulation of 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 incumbent often bends continuously throughout the day while operating

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The incumbent 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 the shift 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 incumbent 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 imminent dangers at the work site). Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving as per Chapter 13 of the Caltrans Injury and Illness Prevention Program Safety Manual. Night vision must be sufficient to ensure 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/or on uneven surfaces.

The workweek is normally four 10-hour shifts from 1900 to 0530 hours, Monday night through Friday morning. The scheduling of the four 10-hour nights is at the discretion of the Region Management. The incumbent 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 per year. Call back, special work projects, and 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. 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)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

SUPERVISOR (Signature)

DATE