

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS EQUIPMENT OPERATOR II	OFFICE/BRANCH/SECTION D7/SPECIAL CREWS/MISSION HILLS SIGN CREW	
WORKING TITLE CEO 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 requiring an unrestricted Class A Commercial Driver's License, with a required tank vehicle (N) and desired hazardous materials (H) endorsement. The incumbent will work individually or with a crew performing tasks related to sign maintenance work. There are times when incumbent may work for other supervisors and/or work units as operational needs require. In the absence of the Caltrans Maintenance Supervisor, a leadworker or another qualified person may be in charge. May conduct some training for other members of the crew. Incumbent may be responsible for special assignments such as installing and maintaining traffic signs of such size and complexity as to require the use of special mobile equipment. If appropriately qualified and properly licensed, may operate specialty Caltrans equipment. Incumbent may receive training from other employees of the crew, region, district, or headquarters.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Operate equipment used by the assigned unit. Make minor repairs, adjustments, emergency repairs, perform lube service, lube service points, change tires, light bulbs, fuses, filters and window wipers, steam clean equipment, operate hoist, and maintain all pertinent records. Perform pre and postoperative checks.
35%	E	Perform physical labor including but not limited to handwork such as erecting signs, painting out graffiti on sign and bridge structures. Mark locations for USA dig alert for excavations needed to install new signs. Perform other unskilled laboring tasks by using such tools as shovel, wrench, handsaw, breaker bar and tamping bar. Operate power tools such as electric drills, paint sprayers, demolition hammer, and electric generators. Remove graffiti from signs and sign structures. Incumbent will work at various heights above the travel way in the course of maintaining signs and sign structures.
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. Complete simple written records such as crew daily work records, accident reports, Service requests, Maintenance work orders, lube records, mileage reports, assist with inventory records.
10%	M	Read and interpret sign installation orders, maintenance work orders, and service requests.

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 over others. May be responsible to oversee and direct Special Programs People such as California Conservation Corps, probationers, etc.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; 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 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 repair and maintenance.

Must have ability to work at various heights.

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Must have ability to work safely around high density traffic.
Must have knowledge of the Department's Injury and Illness Prevention Program.
Must be qualified/licensed per State requirements.

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 bridges, or damage to State equipment and facilities. Errors may expose the State to liability for damages to public property and/or delay in project delivery.

PUBLIC AND INTERNAL CONTACTS

Must maintain good relationships with the public, other 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. Contact may be with hostile public; 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 and light vehicles 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:

Typical sign repair/installation: Standing and walking using hand tools, 55%; sitting and driving, 45%.

Lifting/Carrying – Signs and material which may weigh from a few ounces up to 100 pounds must be moved from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are moved a few feet to 100 yards and weigh a few ounces to 50 pounds each. Tools moved include shovels, post hole diggers, breaker bars, tamping bars, ladders, signs, standards, cones, barricades, etc. and may be moved over uneven terrain.

Overhead reaching – Includes pulling self up into many types of equipment, holding up signs, tightening/loosening sign bolts, servicing equipment on the lube hoist, signaling other workers, and loading /unloading material onto equipment.

Other reaching – Setting and retrieving 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.

Pushing/pulling – Loading/unloading various sizes of sign posts, shoveling, opening doors, hooking up trailers, tightening/loosening nuts on bolts.

Twisting – The incumbent may twist while operating equipment and may do so on a continuous basis while working out of a personnel hoist or from the platform of the digger derrick. Other twisting is done while setting and picking up traffic cones and shoveling.

Climbing/ balancing – Is done in and out of equipment, up and down banks/slopes, ladders, onto steps and walkways. One example would be transitioning from the bucket, of a personnel hoist onto the catwalk of an overhead sign structure.

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 employee also crawls around and underneath equipment while checking and servicing equipment.

Simple grasping – this activity is necessary about 95% of the shift; climbing in/out and around equipment, operating

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equipment, using hand tools and handling materials.

Fine manipulation – This occurs less than 2% of the shift and usually done while writing reports.

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 imminent danger at the work site) as per Chapter 13 of the Caltrans Injury and Illness Prevention Program.

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.

This is a Monday through Friday crew. Normal work hours are from 0700 to 1530. May be scheduled to work the night shift as needed to meet operational needs, with proper advance notice as per Bargaining Unit 12 Memorandum of Understanding. May work scheduled and/or emergency overtime due to callback, storms, 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.

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