STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS EQUIPMENT OPERATOR II	CALTRANS EQUIPMENT OPERATOR II	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS EQUIPMENT OPERATOR II	6286	

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 Caltrans Equipment Operator II (CEO II) will operate various equipment requiring the operator to be in possession of a valid Class A unrestricted driver's license with tank vehicle (N) endorsement and medical certificate while performing duties associated with maintaining the State highway system.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	The CEO II works on a maintenance crew operating various equipment such as 4 wheel drive vehicles, trucks (4-cubic yards or smaller), loaders (2-cubic yard buckets), moving machines, chippers, personnel hoists, self-propelled rollers and forklifts. Duties include removal of debris, repairing washouts, and removal of slide debris. Instruct employees in the proper operation and maintenance of light equipment. Repairs landscape, roadway, guardrail and fencing, cleans and repairs drainage facilities, makes lane closures. May prepare loss reports, and perform other related duties as required.
45%	E	When not operating the specified equipment, accomplish task 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 of replacement of guide markers, signs, fence, guardrail, clean culverts, traffic control, litter pick up maintenance of roadside rests, any other duties that would normally be assigned to a Highway Maintenance Worker or Landscape Maintenance Worker.
5%	E	Equipment Care: Servicing, minor repair, adjustments, emergency repairs, cleaning of equipment and keeping all pertinent records.
5%	M	Record Keeping and Reporting: Crew report forms, pre and post operative equipment checks, fuel purchases usage reports.

[1]ESSENTIAL 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

NONE

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 regulations pertaining to highway maintenance practices.

Possession of a valid Class "A" California Commercial Driver License with a minimum of tank and hazardous material endorsements. Ability to work safely around high-density traffic. Work alone or with others. Must be able to analyze work situations accurately and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incorrect decisions may result in injury to self, coworkers,and general public. Loss of time, waste of tax dollars through

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extra expenses in the maintenance of highways, or damage to State equipment and liability.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public, employees from the same or 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, employee expected to maintain a professional favorable public image for the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor. Rainy days digging out clogged ditches and drains. Crack and chip sealing, operating loader, paver, litter pick up, shoveling. Ability to lift 75lbs. Overhead reaching, setting cones, guardrail repair, fence repair, traffic control,opening garage doors, picking up carcasses and lane closures. Bending, standing and climbing for long durations of time.
Not limited to above jobs.

WORK ENVIRONMENT

May be exposed to high speed traffic, loud noise, dust, chemicals an extreme weather conditions. Position requires overtime due to emergencies, special projects and shift changes.

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