STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Equipment Operator II	08-618 Fontana Landscape (EFIS# 2393)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Caltrans Equipment Operator II	908-610-6286-918	

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:

Under the direction of a CT Maintenance Supervisor, CT Landscape or Highway Maintenance Leadworker, or other qualified crewmember, the CT Equipment Operator II operates a variety of maintenance and construction equipment requiring a class A commercial driver's license with tank vehicle (N) endorsement while performing duties associated with maintaining landscaped areas within the State right of way. The incumbent will work individually or with a crew, and may oversee other crewmembers or court referrals. The incumbent may be required to work overtime, and may be expected to respond to emergency 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	Essential (E)/Marginal (M)[1]	Job Description
85%	E	The incumbent will operate one ton and two ton cargo trucks, end-dump trucks from 2-10 cu. yards with either automatic and/or manual transmissions. May operate front-end loaders, motor graders, tractors, rollers and other related vehicles while performing assigned duties. Will operate brush chippers, 1000-gallon Injector computerized spray truck, tow-able chemical spray rigs. While operating vehicles, equipment and tools, will perform duties such as; paving, pot-holing and crack-sealing; drain and ditch cleaning; sign and delineation installation, maintenance and repair. When not operating equipment, the incumbent will perform duties normally assigned to a CT Landscape or Highway Maintenance Worker. The incumbent will perform manual labor, operate light equipment, and power and hand tools while performing landscaping duties such as cutting back overgrown and felled vegetation, and pruning for sight distance, sign clearance and safety of the traveling public. Will operate and maintain chain saws, weed trimmers, hedge trimmers and hand tools such as hoes, shovels, pitchforks, hand shears, and hand saws. Will perform manual and chemical weed control, landscape replanting, troubleshoot irrigation system problems and manually clean and clear drains and ditches. Will be expected to set closures for shoulder work, ramps and on occasion lane closures. On occasion will oversee the activities of court referral workers. Will operate and maintain tow-able portable toilets and tool trailers. Incumbent will occasionally be required to work in two-way traffic control projects, flagging operations and be involved in two-way radio operation. Will perform pre and post operation checks; minor and emergency repairs and adjustments to equipment; services and cleans equipment.
15%	M	The incumbent will be required to perform custodial duties such as cleaning crew area, work area, and equipment and tools. Must keep records such as crew/time reporting forms and material usage forms.

[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

No direct supervision is exercised. The incumbent may be appointed to oversee the work of a crew or group as the responsible person per Chapter VIII of the Maintenance Manual Vol. I. Oversight may be over other Caltrans employees or Special Program Workers, such as probationers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the operation and care, including servicing, minor adjustments and emergency repairs of equipment used in the assigned duties and provisions of the California Vehicle Code as they apply to their operation; regulations, procedures and safety practices relating to highway maintenance work. Requires knowledge of safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program, safety rules and regulations related

to assigned duties as stated in Chapter 8 of the Maintenance Manual Vol. I; and knowledge of basic safe work practices. Must know and follow policies and procedures for operating two-way radios, and have knowledge of fire suppression techniques and emergency first aid. The incumbent is required to have and maintain a valid class A commercial driver's license with tank vehicle (N) endorsement and a current medical certificate. The incumbent must have the ability to communicate and follow directions, both oral and written, at a level required for successful job performance; develop and maintain good working relationships with others; deal tactfully with the public; and keep records. Must be able to do heavy manual labor. The incumbent must be able to effectively analyze various work situations and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Judgment is exercised in making decisions relative to the safe operation of vehicles and equipment and the safe application of pesticides. Poor decisions or actions could jeopardize the safety of the employee, co-workers and the traveling public, and could damage state and private property. Such acts could also result in monetary loss and embarrassment to the state.

PUBLIC AND INTERNAL CONTACTS

Has continuous contact with fellow employees. Will have frequent contact with the traveling public, especially during traffic control operations. Will have intermittent contact with various other individuals and agencies such as district and region office employees, local and state law-enforcement and fire and emergency personnel, and court referrals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sitting in/on and driving/operating maintenance and construction vehicles will be required. The incumbent will be required to do heavy manual labor including moving/placing of heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, twisting, reaching, climbing, walking on uneven ground and prolonged standing. The incumbent must be able to cope with and respond to emergency situations such as those connected with traffic and weather conditions and other natural disasters. Will be required to deal tactfully and courteously with the public under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, and alert and aware at all times. The incumbent must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others.

WORK ENVIRONMENT

This position is based in a maintenance station located in a metropolitan area. Most of the incumbent's time will be spent in the field, operating equipment such as a 1000 gallon injector spray truck or working on foot. Incumbent will be required to operate equipment and work outside in inclement weather as well as in hot and cold temperature conditions. Incumbent may be exposed to noise, dust, hot materials and chemicals. Will be required to wear long pants and appropriate footwear in good condition, and must wear provided personal protective safety equipment such as shirts or vests, hard hats, safety glasses and gloves, as well as other safety devices deemed necessary.

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)

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