

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT EQUIPMENT OPERATOR II	08-635 ESSEX MS	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CT EQUIPMENT OPERATOR II	908-630-6286-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

**GENERAL STATEMENT:**

Under the direction of a CT Maintenance Supervisor, 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 the State highway system. The incumbent will work individually or with a crew, and may oversee other crewmembers or court referrals. The incumbent will be required to work overtime including nights and weekends, may be required to work temporary and/or intermittent varied work shifts, and is 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		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
50%	E	The incumbent will operate end-dump trucks from 2-10 cu. yards, with either automatic or manual transmissions and may be equipped with plows and sanders. May operate front-end loaders, motor graders, bulldozers, rollers, equipment trailers and other related vehicles while performing assigned duties. While operating vehicles, equipment and tools, will perform duties such as; paving, pot-holing and crack-sealing; lateral support and unpaved shoulder maintenance; drain and ditch cleaning; fence, sign and delineation installation, maintenance and repair; brush and tree trimming; snow removal and ice cover; and other related duties. Will perform pre and post operation checks; minor and emergency repairs and adjustments to equipment; services and cleans equipment.
45%	E	When not operating equipment the incumbent will perform duties normally assigned to a CT Highway or Landscape Maintenance Worker. Will perform manual labor and use power and hand tools while working in the assigned duties such as those described above, as well as other related tasks such as traffic control and litter and graffiti removal. Traffic control duties may include setting and picking up lane closures using traffic cones, flares and advance warning signs; hand-flagging traffic; and operating pilot vehicle, back-up truck and cone truck.
5%	M	The incumbent will be required to clean and maintain crew area, work area, equipment and tools. May be assigned to clean, repair and maintain safety rest area. Must keep records such as crew/ time reporting forms, equipment inspection and repair request forms and material usage forms.

<sup>1</sup>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 California Conservation Corps workers or probationers.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

The incumbent must have knowledge of the operation and care of equipment used in the assigned duties and provisions of the California Vehicle Code as they apply to their operation, and 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.

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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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.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent exercises judgment in making decisions relative to the safe operation of vehicles and equipment. 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.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent 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.

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### 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.

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### WORK ENVIRONMENT

This position is based in a maintenance station located in rural area. Most of the incumbent's time will be spent in the field, operating equipment or working of foot. Weather conditions vary from a cold, windy, and wet winter climate to a very hot and predominately dry summer climate. Temperature extremes can range from well below freezing in the winter to well over 100 degrees on a consistent basis in the summer. Occasional heavy thunderstorms can be expected in the summer months and heavy rain and snow is to be expected in the winter. The incumbent will be required to operate equipment and work outside in extreme temperatures and inclement weather, and may be required to sit or stand for long periods. May work on uneven surfaces and may be exposed to noise, dust, hot materials and chemicals. Will be required to wear long pants and appropriate footwear, as defined in section 4.3 of the current MOU, 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. The incumbent will be required to travel extensively through the assigned area and may be required to travel to and work in other areas in the district.

This position is located at the Mountain Pass MS and state housing is available. The incumbent will be required to adhere to a rental contract and abide by the provisions of County Development Code Division 4, Chapter 3, Section 84.0325, referring to domesticated animals on the properties.

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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.)

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EMPLOYEE (Print)

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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