STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
|---|---|---|
| CALTRANS EQUIPMENT OPERATOR II | 08-752 Corona Landscape (EFIS# 2389) | |
| WORKING TITLE | POSITION NUMBER | EFFECTIVE DATE |
| CALTRANS EQUIPMENT OPERATOR II | 908-750-6286-XXX | |

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, Lead worker or other qualified crew member, the CT Equipment Operator II operates a variety of maintenance, construction and landscape equipment requiring a class A commercial driver's license with tank vehicle (N) endorsement while performing duties associated with maintaining the State highway system and all its facilities. Under certain conditions, you may be required to work an alternate work shift that includes weekends.

The incumbent may be required to work overtime including nights, weekends, and holidays, 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 | Essential (E)/Marginal (M)[1] | Job Description |
|---|---|---|
| 50% | E | The incumbent will operate end-dump trucks from 2 to 10 cu. yards, with either automatic or manual transmission, and equipped with snow plows and sanders; may also operate front-end loaders, motor graders, snow blowers, equipment trailers, rear & side flail mowers, slope mowers and other related vehicles while performing stated duties. While operating equipment and hand tools, will perform duties associated with maintaining the roadside such as; irrigation repair, pruning, weeding, litter pickup, spraying herbicide, supervise probationers and delineation maintenance and repair; brush and tree trimming; and other related duties. Will repair and replace roadside markers. Monitor and inspect roadside rest, deliver supplies and test well chlorinator. Will perform pre and post operation checks; minor and emergency repairs and adjustments to equipment; services and cleans equipment. |
| 40% | 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 as well as other related tasks such as traffic control. 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. |
| 10% | E | The incumbent keeps records such as pre and post operation reports on equipment operated; repair requests, crew/time reporting forms, and material and fuel usage forms. Will also be required to clean equipment and work areas at the conclusion of work shift. |

[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

The incumbent may be placed in temporary charge of fellow crew members and maybe assigned to oversee the work of special program workers, including California Conservation Corps members, and court-appointed law violators while performing various tasks within the state right-of-way.

## 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; regulations, procedures and safety practices relating to highway maintenance work. Requires knowledge of safety and health policies and procedures contained in the

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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. 1, 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; keep legible and accurate records; and must also 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

The incumbent must exercise 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, the traveling public, and could damage state and private property. Such acts could result in monetary loss and embarrassment to the Department.

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, and may have occasional contact with representatives of other departments or agencies.

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, and 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

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 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 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.

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.

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SUPERVISOR (Print)

| SUPERVISOR (Signature) | DATE |
| --- | --- |
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