STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Equipment Operator II	09/Maintenance/ McGee Maintenance Station	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Caltrans Equipment Operator II (Permanent Intermittent)	909-630-6286-	

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:

Under the supervision of the Caltrans Maintenance Supervisor, the Caltrans Equipment Operator II performs a wide variety of laboring and equipment operation functions necessary to maintain California highways, bridges, landscaping, and roadside rests. Depending on the workload, incumbent may be required to work under other supervisors and work units. The incumbent will operate vehicles requiring a Class A commercial driver license with a tank vehicle endorsement and operate and service specified equipment used in highway maintenance, structures maintenance, emergency service, landscape, or construction. When not operating equipment, may perform any of the duties outlined under the Caltrans Equipment Operator I, the Caltrans Highway Maintenance Worker or the Caltrans Landscape Maintenance Worker; and do other related work.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	Operate equipment such as dump trucks, front loaders, mowers, and striper trucks; operate machine attachments such as loader buckets, back hoe, and skid steer to conduct repair work; operating trucks with adjustable attachments (e.g., front plow, attenuator, towable pull brooms) to sweep debris from paved surfaces, and/or remove snow and ice; operate hand tools such as shovels, lute, pitchforks to spread, smooth, level, or steel-reinforce concrete, stone, asphalt on roads, and/or landscaped areas; distribute paving material to adjust paving finishing machine settings, material flow, and/or to indicate low spots for additional material; operating emulsion or crack sealing kettles; hauling sand, gravel, asphalt, and/or clay using dump trucks to job site areas to use for fill in washouts and/or repair highway shoulders; spreading gravel and asphalt using hydraulic spreaders to fill washouts and/or repair travel way shoulders; Install and/or repairing safety devices such as guardrails, shoulders, berms, markers, warning signals, snow fences to ensure safety measures are in place; operating chainsaws for brush and tree removal.
45%	E	Secure loads properly on equipment trailers; load and unload equipment and materials from equipment trailers; perform repairs and preventative maintenance on gas-powered equipment such as blowers, line trimmers, and chainsaws to ensure equipment runs properly and safely; maintain repair and maintenance records on equipment to ensure adequate recordkeeping; clean and sharpening hand tools to ensure proper and safe operation; spread materials such as topsoil, sand, compost, tan bark, decorative rock, gravel, wood chips over ground using shovels and rakes to beautify landscape, protect plants, control weeds, minimize soil erosion, and/or to prepare soil for planting; trim bushes and hedges using hedge trimmers to maintain vegetation; prune trees utilizing saws and loppers; operate tractors and loaders safely; operate wood chippers and stump grinders; dig trenches using shovels, trenchers, and tractor attachments to assist in the installation of drainage and/or irrigation systems; operate computer-controlled irrigation systems to ensure landscaped grounds are properly irrigated; plow snow to ensure roads and pathways are free from snow and drivable; remove objects and spills along roadways such as diesel, minor spill cleanup, and car batteries to properly dispose of in a safe manner.
10%	M	Service minor repairs and keep equipment clean. Keep all pertinent records such as pre and post operative equipment checks, fuel purchase/usage, and material 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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Caltrans Equipment Operator II does not directly supervise, however, he/she may, at any time, be placed in charge of a work crew as acting Leadworker.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of how to operate large vehicle equipment such as dump trucks, front loaders, mowers, and striper trucks in various weather and road conditions to transport materials and equipment to and from the job site; methods used in maintaining and repairing roadways; the proper use of personal protective equipment such as gloves, hard hats, safety vests, and safety eye wear to ensure the safety of oneself while performing work tasks; the installation and repair of sprinkler systems such as control valves, controllers, sprinkler head, pipes, and flow sensors to ensure landscapes are properly watered; the California Vehicle Code provisions as it pertains to the loading and operation of motor vehicles and rules and regulations pertaining to highway maintenance practices. Incumbent must also possess the ability to take basic measurements to determine dimensions; use and maintain tools and equipment such as ladders, dollies, hammers, wrenches, screwdrivers, shears, loppers, tree saws, and wheel barrows; properly and safely use various gasoline powered tools such as chain saws, leaf blowers, pole saw, hand held augers, and string trimmer; work safely around high-density traffic; work effectively alone or with others; the ability to analyze various work situations accurately and make sound decisions

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgement could result in the failure to properly service and maintain or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the general public, operator and/or crew members. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with representatives from both public and private Local Agencies as well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

A majority of this position is labor intensive. Incumbent 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 45% of the time on a year-around basis. The remainder of the activity is labor.

Standing, Sitting and Walking are 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:

A. Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting and driving 50%.

B. Snowy day: Sitting and operating large trucks, loaders, motor graders and snow blowers 90%; walking and standing, checking out equipment, 10%

C. Crack sealing: Standing and walking 95% of the day

D. Chip sealing: Standing, operating truck, loader, spreader, 80% to 90% of day

E. Paving: Operating trucks, motorgraders, loaders, pavers, 45% of day; standing and walking, raking, and shoveling, 45% of day.

F. Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle 95% of day

G. Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting 95% of the day

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to: tire chains for vehicles, which may weigh as much as 75 lbs. per chain. In the winter months these could be handled on an everyday basis; a post driver which weighs approximately 60 lbs.; assist with the loading and unloading of a tire in a rim which can weigh over 75 lbs. Another example of lifting is shoveling asphalt. Each shovel full lifted weighs approximately 15 lbs., and 1,000 to 1,500 lbs. of sand or asphalt per day, would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist. Installing marker post, at least two feet into the ground, requires lifting up and pulling down the 60 lb. driver 10 to 150 strokes per post, worker could install up to 40 markers per day.

Another type of lifting is light pickup – loading garbage bags with litter, which requires continuous bending and lifting.

MOVING MATERIAL – Incumbent may be required to move bagged/boxed material, which can weigh from 50 to 100 pounds. Material may be moved from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be carried on uneven terrain. Incumbent should ask for assistance when moving items over 50 pounds.

Overhead reaching – Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per day, pruning, holding up signs off a ladder, servicing equipment on the lube hoist, signaling other workers, and throwing/ loading material in equipment.

Other Reaching – Setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs picking up cones; often done on a continuous basis, over 60% of the work shift.

Pushing/Pulling – Shoveling, opening garage doors, hooking up trailers; installing plows, sanders, kettles, pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing tires and chains; pulling down on post drivers. Pulling brush and limbs, animal carcasses, and pulling chains.

Twisting - The Operator twist while driving equipment and does so forth on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones which weigh 10 lbs.

Climbing/Balancing – Climbing is done in and out of equipment, up and down banks and used in fine manipulation of a chain slopes, ladders, stairways, (often with a load of material or supplies); onto steps and walkways to do engine checks on equipment. One example would be to climb on a heavy equipment trailer to secure the load with chain binders.

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 Operator also crawls around and underneath equipment while checking and servicing equipment, putting on or removing snow chains and tightening or replacing grader blades.

Simple Grasping – This activity is necessary about 95% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials.

Fine Manipulation – This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment. A higher percentage of the time would be saw or similar equipment.

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 to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

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WORK ENVIRONMENT

Incumbent will be required to work in a wide range of sometimes-extreme conditions, such as heat, cold, strong winds, rain, sleet, and snow.

During the winter months the workweek is normally 5/8-hour days, irregular workweek which may include weekends and holidays. During the summer months the workweeks may be changed to 4/10-hour days. The scheduling of the 5/8 days, or the 4/10 days is at the discretion of the District Management. Incumbent may be scheduled to work the night shift during the months of November, December, January, February, March and April or as scheduled by the Maintenance Supervisor.

May be required to work overtime, which may include weekends and holidays due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

Personal safety requirements include:
A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
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 hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department.

Some crews are designated travel crews and work out of town on a per diem basis up to 80% of the year.

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