11-4-317

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Equipment Operator II	11/Maintenance/East Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CEOII, Lake Henshaw	911-610-6286-	

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 Caltrans Maintenance Supervisor, the CT Equipment Operator II operates and services heavy equipment used in highway maintenance activities and works with the rest of the crew in performance of these activities. A Class A driver's license with tank vehicle (N) endorsement is required while performing duties associated with maintaining the State highway system. The incumbent will work individually or with a crew, and may occasionally oversee other crewmembers. The normal workweek is Monday through Friday, from 7:00 a.m. to 3:30 p.m. on a 5/40 work schedule. Incumbent may 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. 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	Operates and services heavy equipment used in activities such as grading roadways; pavement and bank protection; oiling, patching or resurfacing sections of highway, etc. Includes 4-yard and kettle, 10-yard trailer with backhoe, grader, vibratory roller, chip spreader, tractor with boom, sweeper, digger derrick, boom truck. (List is not all-inclusive.)
35%	E	May operate equipment normally assigned to a CT Equipment Operator I (Class B license required).
15%	M	Does miscellaneous laboring duties related to above activities: Traffic control, loading and unloading materials; litter removal.

[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. May be placed in charge of 1 or 2 Workers performing specific operations (patching, cracksealing, etc.). On occasion, may be placed in charge at a jobsite in the temporary absence of the leadworker or Supervisor.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Minor construction, repair and maintenance work
- Provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles
- Familiarity with a variety of highway maintenance and construction equipment.
- Knowledge of basic safe working practices and the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program

Ability to:

- Communicate and follow directions at a level required for successful job performance
- Skillfully operate heavy equipment in the performance of assigned duties; make minor adjustments and emergency repairs
- Do heavy manual labor to assist in work related to highway maintenance
- Keep records of equipment usage and servicing

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decisions can affect the safety of the crew and the public, or result in equipment breakdowns, repairs or replacement. In the latter case, a job might need to be rescheduled.

PUBLIC AND INTERNAL CONTACTS

Occasional contact with the traveling public; contact with State Highway Patrol or other law enforcement agencies during emergencies; routine contact with crew members and supervisors. Most contacts are in person.

Most work is done in a crew setting; necessary to work cooperatively with others.

Necessary to exercise restraint when dealing with coworkers or irate motorists.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Almost all work is done in close proximity to traffic and equipment; incumbent must hear at a level sufficient to hear warning shouts and backup bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings, and sufficient night vision to respond to callouts after-hours. Prolonged sitting required to operate equipment; sufficient manual dexterity to operate controls and tie-down equipment to be hauled. Working with the crew and responding to callouts require prolonged standing; bending, stooping, kneeling; loading/unloading materials (to 50 pounds). If assigned to storm patrol, incumbent will be seated in his/her equipment length of shift.

WORK ENVIRONMENT

Most work is done outdoors, where incumbent will be exposed to dust, exhaust fumes, noise, uneven surfaces, extremes of heat and cold.

Personal safety requirements include but are not limited to:

- A serviceable leather work shoe or boot specifically fabricated for use in work environments such as those found in highway maintenance or construction activities.
- Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to worn over non-safety shirts or coats. When setting markers, coveralls will be required/provided.
- Long pants. No shorts or cutoffs.
- Provided safety gear--hard hat, eye protection, hearing protection devices, face shields or particle mask, gloves, or other--must be worn when required by the department

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