

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,Dist. R.P.M Crew	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 direction by a Caltrans Maintenance Supervisor or Leadworker, incumbent operates and services equipment associated with the removal and /or installation, replacement of pavement delineation on State Right a Way. A Class "A" unrestricted driver's license with tank vehicle (N) endorsement is required while performing duties associated with maintaining the State highway delineation. Most work is done in a crew setting. Incumbent may work independently on special assignments and / or occasionally monitor field operations when assigned. The normal work week is Monday through Friday, from 06:30 a.m. to 3:00 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. The position requires out-of-town travel, approximately 10-15 weeks per year, usually in week-long increments. 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	Responsible for operation of vehicle, maintenance and minor repair of forklift, Dot-truck, back-up and CMS trucks and various types of pavement delineation equipment. Completes required daily inventory documentation and records of equipment usage and servicing.
30%	E	Works with a crew involved in the removal and proper placement of highway markings and delineation. Typical tasks include safe operation and / or use of bituminous gun and delineation equipment. Loading, unloading, laying down, picking up / cleaning and masking delineation type products.
10%	E	Assists with traffic control for various moving and statutory operations. Required to use special mobile equipment during operation;
10%	M	Cleaning up equipment and work area. May be placed on loan to other crews due to departmental and/or operational needs.

¹ESSENTIAL 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 subordinate crew members performing a specific operation. May be placed in charge at a jobsite in the temporary absence of the Leadworker and /or Supervisor. On a rotating basis, may be assigned to assist with the placement of Maintenance Zone Enhancement Enforcement Program (MaZeep) unit(s).

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of minor construction details, 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. Position requires the ability to meet industry standards and regulations such as, California Vehicle Code, the Manual on Uniform Traffic Control Devices (MUTCD) guidelines. Communicate and follow directions at a level required for successful job performance; skillfully operate 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.

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.

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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PUBLIC AND INTERNAL CONTACTS

Daily interaction with coworkers and motorists. Must be able to work cooperatively, exercising restraint and good judgment, while performing the duties of this position.

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. Prolonged sitting required to operate delineation equipment; sufficient manual hand dexterity to operate equipment, bituminous gun and controls of equipment, ability to safely tie-down equipment/supplies to be hauled, ability to safely load/unload materials up to (50 pounds).

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 be worn over non-safety shirts or coats.
- Long pants. No shorts or cutoffs.
- Provided safety gear--hard hat, ANSI III vest, safety glasses, and cotton coveralls, hearing protection devices, face shields, fire hoods, insulated gloves, respirator, chaps, or other safety gear--must be worn when required by the department.

WORK ENVIRONMENT

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

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

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