STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CLASSIFICATION TITLE CT Equipment Operator II	11/Maintenance/East Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CEOII , Santee Landscape	911-610-6286-918	AUGUST 2014

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 unrestricted driver's license with tank vehicle (N) endorsement is required while performing duties associated with maintaining the State highway system. Qualified Applicator's Certificate (QAC) is desirable. The incumbent may 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 holidays, may be required to work temporary and/or intermittent varied work shifts, and may 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	Under the direction of the supervisor, through task orders, repair, service and maintain irrigation controllers.
30%	E	Perform landscape maintenance activities. In an assigned area, removes litter, checks and clears drains, responds to obstacles or debris in the traveled way. During major storms, may clear drains outside the landscaped area or may be loaned to another crew; may perform minor facilities maintenance.
10%	E	Operates and services heavy equipment used in landscape maintenance activities, such as 3000-gallon tanker, Injector tvpe spray rigs, 16-yard trash compactor, tractor with boom, shadow vehicle. (List is not all-inclusive.) May also operate equipment normally assigned to a CT Equipment Operator I.
5%	E	Acts as a crewleader, e.g., works with and oversees a group of SPP/CCC's involved in removing litter and weeds from highway rights of way.
5%	M	Keeps performance and attendance records, etc

[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. In a crew leader capacity, directs the work of SPP's / CCC's. None. In a crew leader capacity, directs the work of SPP's / CCC's.

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

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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

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. Prolonged sitting required to operate equipment; sufficient manual dexterity to operate controls. Other duties require prolonged standing; bending, stooping, kneeling; loading/unloading materials (to 50 pounds), removing obstacles from lanes or roadside. If assigned to storm patrol or injector spraying, incumbent will be seated in his/her equipment length of shift.

WORK ENVIRONMENT

Most work is done outdoors. Incumbent will be exposed to blown dust, exhaust fumes, noise, uneven surfaces, extremes of heat and cold, inclement weather and pesticides.

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

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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE