STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Equipment Operator II (CEO II)	District 11 / Maintenance / West Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CEO II, Chula Vista Travelway	911-700-6286	

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 direction of a Caltrans Maintenance Supervisor, Caltrans Highway Maintenance Leadworker or other qualified crew member, the Caltrans Equipment Operator II operates, maintains and repairs various Maintenance and Landscape equipment, performs general laboring tasks associated with maintaining the State Highway system. The incumbent will work individually or with a crew, and may oversee other less senior crew members. The incumbent will operate various equipment requiring a Class A unrestricted driver's license with (N)Tank Endorsement. While operating vehicles, equipment and tools, will perform duties such as, paving, pot-holing, and crack-sealing; drain and ditch cleaning, sign and delineation installation, maintenance and repair; brush and tree trimming; fence and guardrail repair and other related duties. When not operating the specified equipment, may perform any of the duties outlined under Caltrans Equipment Operator I or Caltrans Highway Maintenance Worker. The normal work week in Monday through Friday on a 5/40 work schedule. The incumbent will 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.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Operates, services and makes minor repairs and adjustments to equipment used in road maintenance activities. Equipment includes 10 yd dump truck, equipment trailers, 4 yd dump truck, 1-2 ton stake bed, frost loaders, front end loaders, back hoes,graders, sweepers, asphalt kettles, rollers, mowers, personnel lifts and forklifts (list is not all inclusive). Performs and documents daily pre-trip and post operational inspections on all equipment used. Performs various activities such as crack sealing, dig outs, drain cleaning, freeway patrol, chip, sand and fog seals.
35%	E	Operates and services equipment requiring a class "B" driver's license. Perform routine maintenance activities as required for a Caltrans Equipment Operator I and Caltrans Highway Maintenance Worker.
10%	E	May be loaned to other crews for operational need performing miscellaneous laboring duties: such as traffic control, guard rail repair, fence repair or overseeing Public Service Workers.
5%	M	Perform minor facility maintenance and may perform general cleaning of facility and maintenance equipment.

[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 oversee less senior employees performing specific operations (patching, crack sealing, etc.).

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Minor construction, repair and maintenance work (welding, cement 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
- Basic safe working practices and the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program

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Ability to:

- Operate radio communication equipment
- 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
- Basic safe work practices to protect safety and health of self and others
- Analyze situations accurately and take effective actions
- Work cooperatively with others

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and poor decision making can effect the safety of self, coworkers,public service workers and the traveling public resulting in possible injury or loss of life. May expose the state to tort liability and damage the highway infrastructure, tools and equipment.

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. The incumbent works cooperatively with others and must exercise restraint when dealing with coworkers or irate motorists.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is performed in close proximity to traffic and equipment. Incumbent must be alert and aware of surroundings. Incumbent must hear at a level sufficient to hear warning shouts and back up bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings and sufficient night vision to operate assigned equipment outside conventional working hours. Operating equipment requires prolonged sitting and sufficient manual dexterity to operate knobs and levers and ability to climb in and out of equipment. Other related duties require prolonged standing, bending, stooping, kneeling and loading/unloading of materials.

WORK ENVIRONMENT

Most work is performed out doors, where incumbent will be exposed to dust, wind, exhaust fumes, noise, uneven surfaces, extremes of heat and cold, inclement weather and moving traffic. May be exposed to load noises, irritating plants, insects and animals.

Personal safety requirements include but are not limited to:

- Appropriate footwear, in good and sturdy condition, must be worn; tennis or running shoes are not appropriate.
- Long-sleeved shirts provided by Caltrans, or a safety vest is to worn over non-safety shirts or coats.
- Long pants. No shorts or cutoffs.
- Provided safety gear,hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, harness and lanyard, or other safety gear,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