

**POSITION DUTY STATEMENT**

PM-0924 (REV 03/2006)

CLASSIFICATION TITLE CALTRANS EQUIPMENT OPERATOR II	OFFICE/BRANCH/SECTION 11/Maintenance / West Region
WORKING TITLE CEO II Carlsbad Travelway	POSITION NUMBER 911-700-6286-
	EFFECTIVE DATE

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:** (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS (INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS.) WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE (SUCH AS A DRIVERS' LICENSE.)

Under the direction of a Caltrans Supervisor, the CEO 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 endorsements TPN 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 crew members. The normal work week is Monday through Friday, from 07:00 A.M. to 3:30 P.M. 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:** (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
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Duties include but are not limited to:

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, loader, vibratory roller, chip spreader, tractor with boom, street sweeper, (list is not all-inclusive.)

45% (E) May operate equipment normally assigned to a CT Equipment Operator I ( Class B License required) Does miscellaneous laboring duties related to above activities: Traffic control, loading, and unloading materials, litter removal.

5% (M) Occasionally act as a crew leader to oversee daily operations when crew leader is out.

<sup>1</sup> 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, crack sealing, etc. ). On occasion, may be placed in charge at a job site in the temporary absence of the lead worker 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

Skilfully operate heavy equipment in the performance of assigned duties; make minor adjustments and emergency repairs

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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, waste of materials, tort liability, or a diminished public opinion of this agency.

### 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. 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 alarms. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings, and sufficient night vision to respond to call-outs 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 call outs 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 from high-speed traffic nearby, uneven surfaces, extremes of heat and cold.

Personal safety requirements include but are not limited to:

A serviceable leather work boot specifically fabricated for use in highway construction or maintenance activities must be worn.

Safety vest is to be worn over non-safety shirts or coats

long pants. No shorts or cutoffs

Provided safety gear-hard hats, safety glasses, hearing protection devices, face shields, gloves, chaps, 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.)

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EMPLOYEE (Print)	DATE
EMPLOYEE	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR	DATE