

11-5-117  
11-5-141

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION 11/Maintenance/West Region
WORKING TITLE CEOII, Kearny Mesa Functional Crew	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:**

Under the direction of a Caltrans Maintenance Supervisor, Caltrans Highway Maintenance Lead Worker 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 with other crew members repairing and replacing guard rail, fence, attenuators, jersey walls and when needed installing new signs and/or the replacement of damaged signs. This work may be performed at heights requiring the use of lanyards, harness or other fall protection. Incumbent may be required to be fitted for a respirator. The incumbent will operate various equipment requiring a Class "A" commercial Driver's License with (N)Tank Endorsement. Incumbent will be required to operate cone body truck, personnel hoist, fence repair truck and sign truck. 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 is Monday through Friday 06:30 am to 03:00 pm. Incumbent may be required to work overtime without notice when emergency occurs late in the shift or when necessary to complete an operation; for call outs; or planned overtime for on going emergencies or operations which can only be performed at night or on a weekend. This position is represented under collective bargaining. Duties include but are not limited to:

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50% E	Works with a crew performing highway maintenance activities; typical duties include guardrail repair and sign repair and replacement. Work involves repetitive heavy lifting and digging. Use of cutting torch and welder. Operates, services and makes minor repairs and adjustments to equipment used in road maintenance activities. Equipment includes Fence/Gaurdrail truck, Digger Derrick, 1-2 ton stake bed, personnel lifts and forklifts (list is not all inclusive). Required to perform and document daily pre-trip and post operational inspections on all equipment used.
35% E	Repair and replace fence along State Right of Way. Operates and services equipment requiring a class "A" drivers license. Perform routine maintenance activities as required for a Caltrans Equipment Operator I and Caltrans Maintenance Worker.
5% E	Place traffic control for daily operations. Operate light duty equipment including pick up trucks and cone body trucks (list is not all inclusive).
5% E	Work varied shifts for night sign reviews and inventory. Compile list of replacement needs.
5% M	May be loaned to other crews for miscellaneous labor duties: Traffic control, storm patrol, drain checking and clearing, may perform minor facility maintenance. May perform general cleaning of facility and maintenance equipment.

<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 6 co-workers performing specific operations (gaurd rail repair, sign replacement and repair, etc.).

**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

**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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- 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 construction and maintenance equipment in the performance of assigned duties; make minor adjustments and emergency repairs; keep records of equipment usage and servicing
- Do heavy manual labor to assist in work related to highway maintenance

### 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; necessary to work cooperatively with others. Necessary to exercise restraint when dealing with 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 loud noises, irritating plants, insects and animals.

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)

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SUPERVISOR (Signature)

DATE