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 – Pacific Highway Landscape	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, the Caltrans 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. The incumbent will work individually or with a crew, and may occasionally oversee other less senior crew members. The normal workweek is Monday through Friday on a 5/40 work schedule. Incumbent will be required to work overtime including nights and weekends, may be required to work temporary and/or intermittent varied work shifts, will be loaned to other field maintenance crews, 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 equipment identified as Opertor I or Operator II and work individually or with a crew performing tasks related to highway maintenance work. Operates maintenance equipment with automatic or manual transmission to include but not limited to truck litter pick-up, tank spraying, truck, tractor, digger, derrick, landscapes spray tilt cab, 4-yard and kettle, 10 yard trailer with backhoe, 1-5 yard loader, trash compactor, rear-load sweeper, chip spreader, boom truck, 3-5 axle water truck, 4-10 yard dump/sand truck, motor grader, rotary snow plow, and back-up truck.
40%	E	Performs duties such as brush and tree trimming, drain and ditch cleaning, maintenance repairs, litter removal, irrigation repairs, loading and unloading materials, mowing asphalt, grafitti removal, repairs, lateral support repairs, pavement patching, and replacement of guide markers.
10%	M	Performs manual labor and uses power tools and hand tools while working in the assigned duties as well as other related tasks such as traffic control. Traffic control includes setting and picking up lane closures, using traffic cones, flares and advance warning signs, hand flagging traffic, operating pilot vehicles, cone truck and back-up truck.

[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 1 or 2 less senior workers performing specific operations (patching, cracksealing, etc.). On occasion, may be placed in charge at a jobsite in the temporary absence of the leadworker or Supervisor.

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

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

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repairs

- Perform 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 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.

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, and sufficient night vision to respond to callouts 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 callouts require prolonged standing; bending, stooping, kneeling; loading/unloading materials (to 50 pounds).

WORK ENVIRONMENT

Most work is done outdoors, where incumbent will be exposed to dust, exhaust fumes, noise, uneven surfaces, extremes of heat and cold. Personal safety requirements include but are not limited to:

- A serviceable leather work shoe or boot specifically fabricated for use in work environments found in highway maintenance/construction activities.
- 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.

SUPERVISOR (Print)

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