STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Equipment Operator II	Division of Equipment/Maint & Operations/Shop 9 / 3233	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transport Driver	932-029-6286-	

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 direct supervision of the Caltrans Highway Mechanic Supervisor (HMS), safely and legally operates a heavy equipment transport truck and trailer engaged in the transporting of a variety of heavy equipment, vehicles, and freight throughout the district(s) and/or throughout the state. Will be required to operate a variety of maintenance, construction and landscape equipment that may require a class A commercial license with a tank (N) endorsement for the purpose of loading, un-loading pickup or delivery to maintenance yards, vendors or equipment shops within the district and/or throughout the state. When not operating the specified equipment, may be required to assist with small facility repairs, cleaning and maintenance.

The incumbent may be required to work overtime including nights, weekends and holidays, may be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency calls. Incumbent may be loaned to other equipment shops or maintenance programs.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	As the transport driver, operates a tractor trailer combination with either a tilt bed or low bed design to transport various equipment to local and neighboring districts. At times, may be necessary to transport equipment to other areas within the state of California. The various equipment being transported includes, heavy equipment, medium duty equipment and light duty fleet. The incumbent will also be responsible to make minor repairs to and to help in the servicing of the transport truck and trailer such as adjusting brakes, changing flat tires, lighting replacement, wiper blade replacement, lubrication and maintains equipment in clean and safe condition.
20%	E	For the purposes of loading and unloading a transport trailer of either a tilt bed or low bed design, the incumbent is responsible for the operation of equipment such as front end loaders, motor graders, snow blowers, rear and side flail mowers, slope mowers, cargo trucks, tanker trucks, equipment trailers, programmable message trailers, end dump trucks from 2 to 10 yard capacity, with either automatic or manual transmission, and possibly equipped with snow plows and or sanders pickup trucks, or automotive light fleet. The incumbent may be required to operate the above equipment for the purpose of the pick-up and/or delivery of such equipment to and from various locations.
15%	E	Required to use/operate special equipment such as forklifts, tugs or loaders to assist in the loading and/or unloading of equipment and freight for transport. May also need to operate such equipment to move equipment fleet into or out of equipment repair bays at various shop or field mechanic locations.
10%	E	Maintains various manual records/logs for the operation, service, or rips of the transport tractor and trailer. Performs daily pre and post operation inspection of equipment and completes required forms. Uses computer to input daily time and update information in the Division's fleet management system Responsible for the safe and legal operation of the transport tractor and trailer and/or other equipment operated.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-69, Sacramento, CA 95814.

5%	M	When not operating the transport tractor and trailer, assists with the pickup and delivery of equipment repair parts and supplies or vehicles at various locations which include field locations, other Equipment Shops, vendors This is most often performed within the district, but at times may deliver to neighboring districts or other areas within the state.
5%	M	Performs miscellaneous labor in connection with litter pickup, building maintenance and or cleaning. May assist with maintaining landscape plantings and irrigation, performing weed control and soil sterilization work and other related work at various shop locations.
5%	M	Assists other Departments such as Department of Fire and Forestry during emergency or training operations or /Divisions such the Division of Maintenance with transporting equipment within the district or throughout the state.

[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

Incumbent does not supervise but may oversee the work of a group of California Conservation Corps members or court-appointed non-State workers or community service workers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the following: the provisions and levels of the California Vehicle Code applicable to the operation of various vehicles in the Caltrans fleet; regulations and safety practices pertaining to highway emergency services; procedures of highway or structure maintenance; familiarization with various highway, structure, emergency service, or landscape maintenance and construction equipment including operation, servicing, minor adjustment, and emergency repairs to such equipment; safety and health policies and procedures contained in the Departments Injury and Illness Prevention Program; basic safe work practices; emergency first aid

Ability to: follow oral and written directions and work cooperatively with others. Read and write at a level appropriate to the classification carry out the duties and responsibilities related to maintaining landscaping and irrigation systems, litter control and building maintenance; inspect equipment to be transported to determine loading and hauling methods and capacities of hauling equipment required; understand and determine the mechanical condition of transport and report needed repairs to ensure a safe and economical performance ; lift and move objects to 50 lbs; climb on and properly secure heavy equipment for transport; travel to distant locations in inclement weather; work overtime, variable work shifts and to travel overnight.

Skill in: operating a variety of complex or heavy equipment, and making minor adjustments and emergency repairs to such equipment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incorrect judgment in loading, unloading or operation of equipment could result in damage or loss of equipment, damage or loss of property, and/or injury or loss of life of State employees or private citizens.

This position has been designated as safety sensitive in accordance with the Department of Personnel Administration Rules 599.960 and 599.961. Use of alcohol and/or drugs that impede the employee's ability to perform his or her duties safely and effectively could clearly endanger the health and safety of others, resulting in injury or death.

PUBLIC AND INTERNAL CONTACTS

High incidence of personal contacts with other departments, agencies, vendors and shop supervisors and the motoring public

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most of the incumbent's time will be spent in the field transporting equipment or working on foot in various weather conditions and temperature extremes (including severe heat or extreme cold). The incumbent will be required to operate,

load and/or unload equipment and work outside in extreme temperatures and inclement weather and may be required to sit or stand for long periods. May work on uneven surfaces and may be exposed to load noise, dust, hot materials and chemicals.

Will be required to wear long pants and appropriate footwear, as defined in section 4.3 or the current Memorandum of Understanding, and must wear provided personal protective safety equipment such as Class III shirts or vests, rain gear, hard hats, safety glasses and gloves as well as other safety devices deemed necessary.

The incumbent will be required to travel extensively through the assigned district as well as the entire state.

WORK ENVIRONMENT

Incumbent is required to sit in/on while driving or operating various types of CalTrans equipment; Incumbent will be required to drive varied distances (occasionally in inclement weather); Exercises patience when dealing with people; Operate a computer doing simple data input; Frequently stoop, bend, kneel, crouch, push, pull, reach, twist, lift, carry, and climb; Lift 20 lbs. repetitively, 20-50 lbs. frequently to occasionally, up to 75 very rarely, and up to 40 lbs. overhead occasionally; Use appropriate lifting devices, and request lifting assistance when necessary. Must be able to pass CDL physical. Incumbent must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure of the employee and others.

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)

SUPERVISOR (Signature)	DATE