

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Equipment Operator II	District 03/Maintenance/Sunrise Region	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Equipment Operator II (Valley)	903-659-6286-XXX	02/07/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent operates equipment identified as Category 1 and Category 2 used by assigned unit and works individually or with a crew performing tasks related to highway maintenance and landscape work and/or snow removal. Class A driver's license with Tank endorsement is required. May be required to work rotating or irregular shifts including weekends, nights, after hours callouts and overtime.

CORE COMPETENCIES:

As a CT Equipment Operator II, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Equity - Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Innovation)
- Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Employee Excellence - Integrity)
- Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety - Stewardship)
- Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Employee Excellence - Equity, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Climate Action - Equity, Pride)
- Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Employee Excellence - Collaboration)
- Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Climate Action - Equity, Innovation)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety - Equity, Integrity)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
40%	E	Operate Category 1 and Category 2 equipment used by the assigned unit. Equipment such as but not limited to: end-dump trucks from 2 to 10 cu. yards, with either automatic or manual transmission, equipped with snow plows and sanders. May also operate front-end loaders, motor graders, snow blowers, equipment trailers, rear & side flail mowers, slope mowers and other related vehicles while performing stated duties.
40%	E	When not operating the specified equipment accomplish tasks normally performed by the assigned unit. Such tasks may include, but are not limited to, paving, shoulder grading, mowing, ditch cleaning, dig outs, pavement patching, repair or replacement of guide markers, signs, fence, guardrail, clean culverts, traffic control, litter pick up, maintenance of roadside rest stops, and any other duties that would normally be assigned to a Highway Maintenance Worker or Landscape Maintenance Worker.

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

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10%	E	May be loaned to snow yards and overnight travel may be required. Operate snow removal equipment including trucks with plows and or sanders, motor graders, loaders, and rotary snow blowers. Included would be operating and manning chain control and road closures, directing traffic and proper placement of warning / detour signs. Also included would be assisting in all aspects of slide removal (both manual and mechanical).
5%	E	Equipment Care: Servicing, minor repairs, adjustments, and emergency repairs, cleaning of equipment and keeping all pertinent records.
5%	M	Record Keeping and Reporting: Crew report forms, pre and postoperative equipment checks, fuel purchases/usage, and material usage reports.

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<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**

Does not supervise but may be placed in charge of a work crew as acting Leadworker.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices.

Possession of a valid Class A Commercial Driver License with a minimum of tank endorsement is required. Hazardous material endorsement is desirable.

Ability to work safely around high-density traffic. Ability to work effectively alone or with others.

Must be able to evaluate various work situations accurately and make sound decisions.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Error may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities.

**PUBLIC AND INTERNAL CONTACTS**

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public, and employee is expected to maintain a favorable public image for the State.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public, and employee is expected to maintain a favorable public image for the State.

**WORK ENVIRONMENT**

Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and snow.

During the winter months the workweek is normally 5/8-hour days. During the summer months the workweeks may be changed to 4/10-hour days. The scheduling of the 5/8 days or the 4/10 days is at the discretion of District Management. Incumbent may be scheduled to work the night shift during the months of December, January, February, and March or as scheduled by the Maintenance Supervisor.

Will be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

**ADA Notice**

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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

Personal safety requirements include:

- A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
- B. Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department.

Some crews are designated travel crews and work out of town on a per diem basis up to 80% of the year.

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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