

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION DISTRICT 11 / MAINTENANCE / EAST REGION	
WORKING TITLE CEO II - Bridge/Mudjack Crew	POSITION NUMBER 911-610-6286	REVISION DATE

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

GENERAL STATEMENT:

Under the supervision of a Caltrans Bridge Maintenance Supervisor or guidance of a Leadworker, the Caltrans Equipment Operator II (CEO II) operates and services heavy equipment used in bridge maintenance activities and works with other crew members in performance of these activities. Work may be performed at heights of considerable elevations, up to 300' over ground or water, requiring the use of harness, lanyard or other fall protection. The incumbent may work by means of scaffolding, swing staging or platforms; may require working in tight and confined spaces requiring the use of appropriate safety equipment; and may require work on the water from a work boat. A valid, unrestricted Class A commercial driver's license with tank vehicle (N) endorsement is required while performing duties associated with maintaining the State highway system. The incumbent works individually or with a crew and may occasionally provide guidance to other less experienced crew members. Incumbent may 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. The position requires out-of-town travel, usually in week-long increments. May be loaned to another crew. This position is represented under collective bargaining.

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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, People First, Pride, Stewardship)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

Percentage  
Essential (E)/Marginal (M)<sup>1</sup>      Job Description

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45%	E	Participates as crew member in performance of highway maintenance activities in accordance to the Department's policies and procedures to ensure employee and job-site safety. Recognizes roadway deficiencies and takes appropriate corrective action to ensure public safety. Duties include but not limited to maintenance, cleaning and repairing, of bridge structures, roadways, structural steel, concrete and timber structures; cleaning, maintaining and repairing drainage system and various bridge components and elements or resurfacing sections of highway, etc.; preparing and keeping written records, daily time, production, and equipment records. Operates light and heavy vehicles and equipment used by the assigned unit that require a valid, unrestricted Class A commercial driver's license to perform a variety of complex tasks associated with highway maintenance duties in the field. Works on traffic control; sets and picks up lane closure, traffic cones, flares, and advance work signs properly and safely; acts as a flag person; operates the pilot car, backup truck, and lane closure truck; operates a two-way radio.
25%	E	Operate Category 1 and Category 2 equipment used by the assigned unit, such as but not limited to: bridge tender, scissor lift, Balsi Beam, personnel lift, fork lift, shadow vehicle, cone truck, under bridge inspection truck (UBIT), and cargo truck.
25%		When not working on the accomplished tasks normally assigned to the unit, performs other tasks including but are not limited to: stenciling bridges, signs associated with bridges, fence along bridge areas, traffic control; implementing, maintaining, and installing storm water best management practices (BMPs); trimming trees, shrubs, and landscape vegetation in and around bridges; removing litter and debris from the roadsides.
5%		May be loaned to other crews for operational need performing miscellaneous laboring duties: such as traffic control, guard rail repair, fence repair, litter abatement, storm patrol, oversight of Public Service Workers and other duties as necessary.

<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 provide guidance to 1 or 2 workers performing specific operations such as but not limited to patching, crack sealing, etc. On occasion, may be placed in charge at a job site in the temporary absence of the Leadworker or Supervisor.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of:

- Caltrans safety regulations
- Minor construction, repair and maintenance work
- Provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles
- Familiarization with a variety of highway maintenance and construction
- Basic safe working practices and the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program
- Basic safe work practices to protect safety and health of self and others

Ability to:

- 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 repairs
- Do heavy manual labor to assist in work related to highway maintenance
- Keep records of equipment usage and servicing
- Work cooperatively with others

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors in judgment and poor decision making can affect 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**

Incumbent has 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. It is necessary to maintain a professional, businesslike relationship with the public and fellow employees to have successful communications and a positive Departmental image. Incumbent must exercise restraint when dealing with co-workers or irate motorists.

**ADA Notice**

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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 call outs after-hours. The position may require prolonged sitting required to operate equipment as well as sufficient manual dexterity to operate controls and tie-down equipment to be hauled. Working with the crew and responding to call outs requires prolonged standing; bending, stooping, kneeling; loading/unloading materials (to 50 pounds).

WORK ENVIRONMENT

Most work is done outdoors, where incumbent shall be exposed to dust, wind, exhaust fumes, noise, uneven surfaces, extremes of heat and cold, inclement weather and moving traffic. Incumbent may also be exposed to loud noises, irritating plants, insects and animals.

Personal safety requirements include but are not limited to:

- Appropriate footwear such as serviceable leather shoes or boots, specifically fabricated for use in highway maintenance and/or construction environments, in good and sturdy condition must be worn.
- Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- Long pants. No shorts or cutoffs.
- Provided safety gear such as hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the department.

Possession of a valid driver's license is required to operate a State owned or leased vehicle.

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