

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION 05 / Maintenance - Stormwater Crew	
WORKING TITLE Caltrans Equipment Operator II	POSITION NUMBER 905-660-6286-918	REVISION DATE 07/01/2025

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 Maintenance Supervisor or the Caltrans Maintenance Leadworker, the Caltrans Equipment Operator II is responsible for operating and servicing highway maintenance, landscape or construction equipment. Incumbent will perform duties such as but not limited to: drain and culvert cleaning and inspection, shaping ditches, and slope erosion protection. Incumbent will be required to operate, maintain and make minor repairs to various types of equipment used in all these tasks. This is a District Wide Storm Water Crew that may require over night travel up to 75% of the time. Incumbents work hours currently are a 4/10 shift: 6:30 AM to 5:00 PM, Monday through Thursday.

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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement)
- 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. (Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- 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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First - Engagement)
- 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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Strengthen Stewardship and Drive Efficiency - Engagement)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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50%	E	Operate Class I and Class II equipment used by the assigned unit. Perform pre-op inspections on a variety of vehicles. Perform the manual tasks associated with the maintenance of state highways and bridges; clean and clear culverts, ditches and other drain structures of debris, operate hydro seeder or mulch blower and other related storm water duties. Operate a variety of maintenance equipment related to drain cleaning and slope erosion protection. Operate manual/power hand tools not limited to: shovels, rakes, pitchforks, brooms, post pullers and drivers and wrenches. Common power tools used could be are not limited to: chainsaws, weed eaters, GPS's instruments, hand saws, pruning sheers, picks, shovels, digging bars, power drills. Operate 2-way radios. Move a variety of heavy objects that could be equal to 60 pounds such as concrete forms, drain covers, bridge jacks, concrete bags, hay bales, mulch bags by either lifting, pulling or pushing, which can be performed by either manually or by machinery or with help from others.
40%	E	Remove and install traffic signs to maintain traffic control devices where required. Operate 'pilot' car and flagging duties, and other traffic control. Cut weeds, brush and small tree removal and disposal from roadside shoulder. Perform minor repairs and adjustments to vehicles and other equipment in the field sufficient to keep equipment operational and in good condition. Attends and participates in various training classes and safety meetings.
10%	M	Help train new employees coming on to the crew. Pick-up and dispose of dead animals in a manner required by the area. Remove highway debris that may be hazardous to the traveling public. May be loaned to other crews as necessary.

¹ESSENTIAL 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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Possess knowledge of operation and care of Caltrans equipment, including light trucks. The incumbent must have knowledge of minor construction; repair and maintenance work, provisions of the California Vehicle Code applying to the operation of vehicles, highway maintenance procedures, highway or landscape maintenance and construction equipment and operation, servicing, minor adjustment, and emergency repair of such equipment. Must have skill in operating a variety of complex or heavy maintenance equipment, and making minor adjustments and emergency repairs to such equipment. Ability to communicate and follow directions written or verbal at a level required for successful job performance; do heavy manual labor and keep records. Involved with work relating to the maintenance of highway, structure, and landscaped areas.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Poor decisions could result in the failure to properly service and maintain or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the operator and/or crew members or the traveling public.

PUBLIC AND INTERNAL CONTACTS
The incumbent may be asked to work with all levels of Caltrans, California Highway Patrol representatives, members of the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The incumbent will be required to wear safety equipment, such as earplugs, hard hats, eye protections, breathing apparatus, rain gear, move heavy objects, stand or sit for prolonged periods. Position requires bending, stooping, and/ or kneeling. Maybe required to assist in the clean up in the event of an accident involving drivers and or hazardous spills. May have to walk on uneven surfaces, climb slopes and ladders. Must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses.

WORK ENVIRONMENT
Incumbent can expect to be outside most of the day in all kinds of weather. The work is physically demanding and requires stamina, agility and strength. May be exposed to not only sunburn, poison oak, snake and insect bites, but very load noise, dust, and chemicals. In addition, the job is hazardous because it is performed at the side of the road or in the roadway itself, where workers are exposed to vehicular traffic. There is also the possibility of injury by working with and around heavy equipment. Worker will be required to work rotating or irregular shifts, including, nights and in emergency situations caused by storms and

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floods. Will be required to repel down slopes and cannot be afraid of heights and will be required to work in confined spaces. When drain cleaning the work environment is wet and muddy requiring the incumbent to wear rain gear.

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