

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION 05 / Maintenance - Salinas South Signs	
WORKING TITLE Caltrans Equipment Operator II	POSITION NUMBER 905-610-6286-918	REVISION DATE 08/19/2025

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 and the Caltrans Maintenance Lead worker, the Equipment Operator II is responsible for operating sign installation equipment such as digger derrick truck, personnel hoists, cranes and various manual/power hand tools. Incumbent will also perform non-equipment operation duties, such as shoveling, digging, building signs, heavy lifting and all associated sign maintenance work. Incumbent may be loaned to other crews as necessary. Shift may vary from winter to summer months. Incumbent will be required to work overtime, irregular shifts, nights, holidays and weekends if necessary.

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 First - Engagement)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - 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. (Safety First, Advance Equity and Livability in all Communities - Engagement, Pride)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Lead Climate Action - Engagement)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First - Engagement, Integrity)
- 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. ( Advance Equity and Livability in all Communities - Engagement, Pride)
- 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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Strengthen Stewardship and Drive Efficiency - Engagement)

TYPICAL DUTIES:

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

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50%	E	Operates sign installation equipment such as digger derrick truck, personnel hoists, cranes and various other tools and equipment. Performs pre-op inspections on a variety of vehicles. Moves a variety of heavy objects that could be equal to 60 pounds or more such as, large signs, heavy wooden posts, concrete forms, bridge jacks; concrete bags and pails, by either lifting, pulling or pushing, which can be performed by either manually or by machinery. Incumbent will need to be able to dig and tamp post holes for sign posts. Incumbent mainly repairs highway signs but may be asked to do other tasks such as but not limited to, cleaning culverts, ditches and other drain structures of debris; maintain road shoulders, berms and guardrails, and assists in removal of slides from work site and repair fence. Operates manual hand tools not limited to shovels, rakes, pitchforks, brooms, post pullers and drivers and wrenches. Common power tools used could be not limited to chainsaws, skill saws, weed eaters, jack hammers, power grinders, skill and table saws, sign making equipment. Operates 2-way radios
40%	E	Removes and installs traffic signs to maintain traffic control devices where required by using proper tools. Provide training on equipment.
10%	M	Cuts weeds, brush and small tree removal and disposal from roadside shoulder. Pick-up and dispose of dead animals. Equipment Care: servicing, minor repairs, adjustments, emergency repairs, cleaning of equipment, and maintaining accurate records. Record Keeping and Reporting: pre and post operative equipment checks, fuel purchases/usage, material usage reports.

<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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS  
Knowledge of, operation and care of equipment, including heavy and light trucks. The incumbent must have some 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. 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; keep records. Assists in 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

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

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS  
The incumbent is required to wear safety equipment, such as earplugs, hard hats, eye protections, breathing apparatus; move heavy objects such as large signs and heavy wooden posts, 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. May use products that could be hazardous or dangerous if not handled properly, such as paint and paint removers, glues, cement, treated wooden posts, pesticides, toxic liquids, herbicides, roundup, etc.  
  
Must be able to meet maximum weight capacity on personal hoist per Cal OSHA safety and policies.

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 subject to not only sunburn, poison oak, snake and insect bites, but 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

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are exposed to vehicular traffic. Worker may be required to work rotating or irregular shifts, including, nights and in emergency situations caused by storms and floods. Incumbents normal work hours will be a 5/40 shift, Monday through Friday.

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