

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

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|--|---|-----------------------------|
| CLASSIFICATION TITLE<br>CT Equipment Operator II | OFFICE/BRANCH/SECTION<br>05 / Maintenance - Stencil/Stripe Crew |                             |
| WORKING TITLE<br>Caltrans Equipment Operator II  | POSITION NUMBER<br>905-660-6286-918                             | REVISION DATE<br>08/26/2025 |

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

GENERAL STATEMENT:

Under the direction of the Caltrans Maintenance Area Supervisor or the Caltrans Maintenance Lead worker, the incumbent will perform duties such as operating a striper, thermal plastic or stenciling equipment, or operate machinery to install raised pavement markers. The Operator II position is interchangeable within all the above mentioned activities while working throughout District 5. Must posses an unrestricted Class A California Drivers License with a Tank endorsement. This is a District-wide Crew with overnight travel required up to 75% of the time. Incumbent will be required to pre-op, operate, maintain and make minor repairs to various types of equipment used to perform these tasks.

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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- 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. (Cultivate Excellence - Engagement)
- 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 - Engagement)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Integrity)
- 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. (Safety First - Engagement)
- 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. (Safety First - Engagement)
- 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. (Safety First - Engagement)

TYPICAL DUTIES:

| Percentage<br>Essential (E)/Marginal (M) <sup>1</sup> | Job Description  |
|---|--|
| 50% E   | Operate equipment necessary to maintain striping, stenciling, raised pavement markers or thermal plastic on the state right of way. Operate manual/power equipment such as, but not limited to: paint guns, compressors, generators, shovels, picks, digging bars, grinders, hand held blowers, torches, drills, saws. Work with thermal plastic and bituminous adhesives. Moves a variety of heavy objects, such as barrels of paint, bags of thermal plastic, or barrels of beads. |
| 40% E   | Remove and install traffic signs to maintain traffic control devices when required. Operate 'pilot' car and flagging duties, and other traffic control. Perform minor repairs and adjustments to vehicles and other equipment in the field sufficient to keep equipment operational and in good condition. Attend and participate in safety meetings and training activities.  |

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| 10% | M | Perform custodial work duties such as but not limited to sweeping, emptying trash, cleaning restroom facilities and replenishing supplies, etc. Pick up and dispose of dead animals and other debris on the highway. |
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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  
None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS  
Knowledge of tools and equipment used in maintenance of highways, provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles. The incumbent must have some knowledge of minor construction; repair and maintenance work and provisions of the California Vehicle Code applying to the operation of vehicles. The incumbent must have knowledge of highway maintenance procedures including but not limited to Chapter 8, Storm Water Pollution, the Maintenance Manual, the Code of Safe Operating Practices, and Caltrans maintenance activities.

Ability to communicate to others, follow and give directions at a level required for successful job performance; Ability to establish and maintain cooperative relations with those contacted in the course of work. May be required to do heavy manual labor. May also assist in work relating to the maintenance of, structures, signs, storm water issues, landscape and all other highway facilities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR  
Failure to perform the duties correctly would result in work being done over at extra cost and could result in accidents and or injuries to the employees and or the traveling public, resulting in extensive liabilities to the State of California. Incumbent is responsible to carry out all safety requirements of the Department.

PUBLIC AND INTERNAL CONTACTS  
Employee will have extensive contact with other Maintenance Crews in the District. Incumbent will need to be diplomatic when dealing with others. The incumbent may be asked to work with representatives from the California Highway Patrol. The incumbent will have contact with members of the public as well as all levels of Caltrans.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS  
The incumbent will be required to wear safety equipment, such as earplugs for loud noises, hard hats, eye protection, breathing apparatus, move heavy objects, stand or sit for prolonged periods. Will be required to bend, stoop, or kneel. Will have to walk on uneven surfaces, climb slopes and ladders. May be required to assist in the clean up in the event of an accident involving drivers and or hazardous spills. Will be required to work around very hot material. Must be able to work near fast moving traffic. 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  
The incumbent can be expected to be outside much of the time in all kinds of weather. Maybe subject to not only sunburn, poison oak, snake and insect bites, but loud noises, dust and chemicals. In addition the job is hazardous because it is performed in the roadway itself or next to it, where workers are exposed to vehicular traffic. There is also a possibility of injury by working with and around heavy equipment. The incumbent may/will be exposed to loud noise, dust, chemicals, hot material, extreme weather conditions and great heights. Incumbents work hours currently are a 4/10 shift: 6:30 AM to 5:00 PM, Monday through Thursday with Fridays and Saturdays, Sundays off. To help the Department with scheduling the incumbent will be required to work other work shifts, such as 9/80's or a regular 5/40 shift or night or weekend work. The area will include all of District 5. Will require overnight stay up to 75% of the time in various locations throughout the district and other locations outside of the district. Will be required to work rotating or irregular shifts, including nights, and in emergency stressful situations caused by emergencies, storms, floods or disasters. Almost all of the normal work done by these crews is on the travel way with exposure to fast vehicular traffic most of the time.

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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 |