

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 12/2024)

|  |   |               |
|--|---|---------------|
| CLASSIFICATION TITLE<br>CT Equipment Operator II | OFFICE/BRANCH/SECTION<br>05 / Maintenance |               |
| WORKING TITLE<br>Caltrans Equipment Operator II  | POSITION NUMBER<br>905-650-6286-918       | 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 Maintenance Supervisor, the Equipment Operator II is responsible for operating and servicing highway maintenance, landscape or construction equipment (identified as category A & B by Caltrans) at least 50% or more of the time. Incumbent may be assigned to perform non-equipment operation duties as part of their normal assignments. Operate Class I and Class II equipment used by the assigned unit. 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 rests, and any other duties that would normally be assigned to a Highway Maintenance Worker or Landscape Maintenance Worker.

**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. (Safety First - 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 | Job Description   |
|------------|---|
| 50% E      | Operate Class I and Class II equipment used by the assigned unit. Perform pre and post-operational inspections on vehicles and equipment. Operate manual/power hand tools.  |
| 20% E      | When not operating the specified equipment, accomplish tasks normally performed by the assigned unit. Such tasks 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 rests, and any other duties that would normally be assigned to a Highway Maintenance Worker or Landscape Maintenance Worker. |

**ADA Notice**

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| 15% | E | Equipment Care: servicing, minor repairs, adjustments, emergency repairs, cleaning of equipment, and maintaining accurate records. Record Keeping and Reporting: fuel purchases/usage, material usage reports. |
| 10% | E | Cope and respond to emergency situations such as natural disasters, hazardous road conditions, and other unforeseeable events that require a call out.   |
| 5%  | M | Pick up and dispose of dead animals. Perform custodial work such as but not limited to sweeping, emptying trash, cleaning restroom facilities.   |

<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**

The incumbent must have knowledge of the operation and care of equipment used in the assigned duties and provisions of the California Vehicle Code as they apply to their operation; regulations, procedures and safety practices relating to highway maintenance worker. Requires knowledge of safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program, safety rules and regulations related to assigned duties as stated in Chapter 8 of the Maintenance Manual Vol. I, and knowledge of basic safe work practices. Must know and follow policies and procedures for operating two-way radios, and have knowledge of fire suppression techniques and emergency first aid. The incumbent is required to have and maintain a valid unrestricted Class A Driver's License. The incumbent must have the ability to communicate and follow directions, both oral and written, at a level required for successful job performance; develop and maintain good working relationships with others; deal tactfully with the public; keep legible and accurate records; and must be able to do heavy manual labor. The incumbent must be able to effectively analyze various work situations and make sound.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent must exercise judgment in making decisions relative to the safe operation of vehicles and equipment. Poor decisions or actions could jeopardize the safety of the employee, co-workers, the traveling public, and could damage state and private property. Such acts could result in monetary loss and embarrassment to the Department.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent has continuous contact with fellow employees, will have frequent contact with the traveling public, especially during traffic control operations, and may have occasional contact with representatives of other departments or agencies.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Sitting in/on and driving/operating maintenance and construction vehicles will be required. The incumbent will be required to do heavy manual labor including: moving/placing of heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, twisting, reaching, climbing, walking on uneven ground and prolonged standing. The incumbent must be able to cope and respond to emergency situations such as the connected with traffic and weather conditions and other natural disasters, and will be required to deal tactfully and courteously with the public under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, and alert and aware at all times. The incumbent must be able to hear and see, with or without corrective assistance at a satisfactory level to ensure the safety of the employee and others.

**WORK ENVIRONMENT**

Most of the incumbents time will be spent in the field operating equipment or working on foot. Weather conditions vary from a cold, windy and wet winter climate to a very hot and predominantly dry summer climate. The incumbent will be required to operate equipment and work outside in extreme temperatures and inclement weather and may be required to sit or stand for long periods. May work on uneven surfaces and may be exposed to noise, dust, hot materials and chemicals. Will be required to wear long pants and appropriate footwear, as defined in section 4.3 of the current MOU and must wear provided personal protective safety equipment such as shirts or vests, hard hats, safety glasses and gloves, as well as other safety devices deemed necessary.

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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.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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