

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION 04-Division of Maintenance-East Bay/Delta Region	
WORKING TITLE Caltrans Equipment Operator II	POSITION NUMBER 904-640-6286-XXX	REVISION DATE 04/24/2026

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 Caltrans Highway / Landscape Maintenance Leadworker, the incumbent operates vehicles requiring a Class A commercial drivers license with tanker endorsement and hazardous materials endorsement. Maintains and operates specified equipment used in highway or maintenance, structure maintenance, emergency service, landscape, or construction. When not operating the specific equipment, may perform any of the duties outlined under the Caltrans Equipment Operator I , Caltrans Highway Maintenance Worker, or Caltrans Landscape Maintenance Worker; and perform other related work. The incumbent may be required to work alternate work shifts such as, but not limited to, 9/80, 4/10, involving nights, weekends and Holidays . The incumbent must be available to respond to after hour emergency call outs, with a reasonable response time.

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.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Equity - Innovation, Integrity, 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, Integrity, 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, Integrity, Stewardship)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety - Equity, Integrity, Stewardship)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety, Employee Excellence - Equity, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity - Innovation, Integrity, 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 - Equity, Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Employee Excellence - Equity, Innovation, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Climate Action - Equity, Innovation, Integrity)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹

Job Description

40% E Incumbent will operate and maintain all types of equipment, i.e. graders, loaders, backhoes, rollers, sweepers, vactors, 10 & 13 speed trucks, boom trucks, personnel hoists, tankers, and spray rigs associated with maintenance of State highways and rights of way.

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40%	E	Work involves cleaning or inspecting culverts, ditches and drains, AC and pothole patching, PCC slab repair and replacement, bridge and pump hose repairs, fence and guardrail repairs, clearing slides, removing fallen trees, performing flood control, spraying chemicals, graffiti abatement, irrigation repairs and homeless removal. Incumbent will be required to work with other crews (landscape, bridge/special, or tree) and assist with their functions.
10%	E	May be required to work with crew members doing manual labor using hand tools including but not limited to, shovels, AC lute, pitchfork, handsaw, sledge hammer, various wrenches, jackhammer, digging bar, chain saw, rake, weed eater, broom, litter pickers and other common hand tools. Work may include heights above 7 feet, working steep or uneven terrain.
5%	E	Attend required training and on the job training. Training may involve travel.
5%	M	May perform other duties as required within the classification.

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

This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of safety practices, traffic regulations, operations and care of equipment.
Knowledge of traffic control for moving and stationary operations.
Ability to learn to operate equipment and tasks associated with maintaining State assets.
Ability to assess circumstances and act appropriately according to training or reason.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incorrect decisions or errors in judgment could result in improper work practices that may endanger the safety of both Caltrans employees and the traveling public, personnel grievances, violation of health, safety or departmental standards, not meeting Maintenance program objectives, torts, personnel injuries, substandard work quality, unnecessary expenditures, inefficient and unnecessary use of resources, unsafe conditions and adverse action.

PUBLIC AND INTERNAL CONTACTS

Must be capable of maintaining good internal relationships with fellow employees and be able to answer general questions from the traveling public; however, no routine public contacts are assigned.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be physically capable of utilizing hand tools and manual digging tools, be able to hear, bend, stoop, twist, pull, grasp, sit, stand, lift, push, pull, and reach above their head in order to load vehicles, in the course of their duties, be able to walk and/or work on uneven terrain and highly sloped areas, be able to work above ground at heights of above 7 ft, be able to work in confined spaces, be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner using logic and deductive skills to provide an end product that is safe and usable, have the skills and ability to resolve emotionally charged situations, reasonably and diplomatically, when interacting with the public or other employees, be able to cope with pressure and maintain focus during an emergency, and act appropriately. Incumbent may be required to wear a respirator and pass a respirator physical.

WORK ENVIRONMENT

May expect to; work in all types of weather with temperatures ranging from 20 to 110 degrees, strong winds, rain, fog, sleet, and flooding, be exposed to, poison oak, snakes, insect, loud noise, dust, chemicals, flying debris, high speed vehicle traffic adjacent to the work zone, and moving construction equipment in the work zone, and other environmental conditions associated with Highway or Landscape Maintenance. The incumbent may be required to; work at heights greater than 7 ft., remove homeless debris and dead animals, work in confined spaces, travel and stay overnight to attend mandatory classes, respond to emergencies after and before their shift, weekends and holidays, change their shift due to Departmental necessities, i.e. floods, earthquakes, and storms. Will be required to wear Personal Protective Equipment not limited to earplugs, hard hats, proper footwear, and safety glasses.

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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