

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION Division of Equipment/Shop 1	
WORKING TITLE Transport Driver	POSITION NUMBER 932-021-6286-925	REVISION DATE 7/18/23

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

While working for the Caltrans Division of Equipment, under the direct supervision of the Caltrans Highway Mechanic Supervisor (HMS). The Caltrans Equipment Operator II (CEOII) safely and legally operates a heavy equipment transport truck and trailer engaged in transporting a variety of heavy equipment, vehicles, and freight throughout the district(s) and/or throughout the state. Will be required to operate a variety of maintenance, construction, and landscape equipment that may require a class A commercial license with a tank (N) endorsement for the purpose of loading, unloading pickups or delivery to maintenance yards, vendors, or equipment shops within the district and/or throughout the state. When not operating the specified equipment, may be required to assist with small facility repairs, cleaning, and maintenance.

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 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 - Equity, 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. (Safety First - Equity, Integrity)
- **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. (Cultivate Excellence - Engagement)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement, Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence - 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. (Cultivate Excellence - Integrity)
- **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, Innovation, Integrity)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Cultivate Excellence - Engagement, Integrity, Pride)

TYPICAL DUTIES:

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

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40%	E	As the transport driver for the Caltrans Division of Equipment (DOE), the incumbent will operate a tractor-trailer combination with either a tilt bed or low bed design to transport various equipment to local and neighboring districts. At times it may be necessary to transport equipment to other areas within the state of California. The various equipment being transported includes heavy equipment, medium-duty equipment, and light-duty fleet. The incumbent will also be responsible to make minor repairs to and to help in the servicing of the transport truck and trailer such as adjusting brakes, changing flat tires, lighting replacement, wiper blade replacement, lubrication, and maintaining equipment in a clean and safe condition.
20%	E	For the purposes of loading and unloading a transport trailer of either a tilt bed or low bed design; the incumbent is responsible for the operation of equipment such as front-end loaders, motor graders, snow blowers, rear and side flail mowers, slope mowers, cargo trucks, tanker trucks, equipment trailers, programmable message trailers, end dump trucks from 2 to 10 yard capacity, with either automatic or manual transmission, and possibly equipped with snow plows and or sanders pickup trucks, or automotive light fleet. The Incumbent may be required to operate the above equipment for the purpose of the pick-up and/or delivery of such equipment to and from various locations.
15%	E	Required to use/operate special equipment such as forklifts, tugs or loaders to assist in the loading and/or unloading of equipment and freight for transport. May also need to operate such equipment to move equipment fleet into or out of equipment repair bays at various shop or field mechanic locations.
15%	E	Maintains various manual records/logs for the operation, service, or trips of the transport tractor and trailer. Performs daily preoperative and postoperative inspection of equipment and completes required forms. Uses computer to input daily time and update information in the Division's fleet management system Responsible for the safe and legal operation of the transport tractor and trailer and/or other equipment operated.
5%	M	When not operating the transport tractor and trailer, assists with the pickup and delivery of equipment repair parts and supplies or vehicles at various locations which include field locations, other Equipment Shops, vendors. This is most often performed within the district, but at times may deliver to neighboring districts or other areas within the state. Performs miscellaneous labor in connection with litter pickup, building maintenance and or cleaning. May assist with maintaining landscape plantings and irrigation, performing weed control and soil sterilization work and other related work at various shop locations.
5%	M	Assists other Departments such as Department of Fire and Forestry during emergency or training operations or/ Divisions such the Division of Maintenance with transporting equipment within the district or throughout the state.

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

The Incumbent does not supervise but may oversee the work of a group of California Conservation Corps members or court-appointed non-State workers or community service workers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: In addition to knowledge listed for all levels, provisions of the California Vehicle Code applying to the operation of vehicles; regulations and safety practices pertaining to highway emergency services; fire suppression techniques; emergency first aid; familiarization with various highway, structure, emergency service, or landscape maintenance and construction equipment including operation, servicing, minor adjustment, and emergency repairs to such equipment; the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program; and knowledge of basic safe work."- practices.

Skill in Operating a variety of complex or heavy maintenance equipment and making minor adjustments and emergency repairs to such equipment.

Ability to: In addition to abilities listed for all "levels, assist in work relating to the maintenance of highways, structures, and landscaped areas.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incorrect judgment in loading, unloading, or operation of equipment could result in damage or loss of equipment, damage or loss of property, and/or injury or loss of life of State employees or private citizens.

This position has been designated as safety-sensitive in accordance with the Department of Personnel Administration Rules 599.960 and 599.961. Use of alcohol and/or drugs that impede the employee's ability to perform his or her duties safely and effectively could clearly endanger the health and safety of others, resulting in injury or death.

PUBLIC AND INTERNAL CONTACTS

High incidence of personal contacts with other departments, agencies, vendors and shop supervisors, and the motoring public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be able to sit for long periods of time; must be able to work in all weather conditions; exercise patience when dealing with people; operate a computer doing simple data input; frequently stoop, bend, kneel, crouch, push, pull, reach, twist, lift, carry, and climb; Lift 20 lbs. repetitively, 20-50 lbs. frequently to occasionally, up to 75 very rarely, and up to 40 lbs. overhead occasionally; use appropriate lifting devices, and request lifting assistance when necessary. Must be able to pass CDL physical. Incumbent must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure of the employee and others.

Will be required to wear long pants and appropriate footwear, as defined in action 4.3 or the current Memorandum of Understanding, and must wear provided personal protective safety equipment such as Class III shirts or vests, rain gear, hard hats, safety glasses, and gloves as well as other safety devices deemed necessary.

The incumbent will be required to travel extensively through the assigned district as well as the entire state.

WORK ENVIRONMENT

Most of the incumbent's time will be spent in the field transporting equipment or working on foot in various weather conditions and temperature extremes (including severe heat or extreme cold). The incumbent will be required to operate, load, and/or unload 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 loud noise, dust, hot materials, and chemicals. The incumbent is required to sit in/on while driving or operating various types of Caltrans equipment in various conditions. Incumbent may/Will be exposed to dirt, noise, uneven surfaces, hazardous materials, and temperature changes. Incumbents may work with others or by themselves.

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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.)

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