

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION 07/MAINTENANCE/SPECIAL CREWS/RAISED MARKERS	
WORKING TITLE CT Equipment Operator II	POSITION NUMBER 907-740-6286	REVISION DATE

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

GENERAL STATEMENT:

Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent operates equipment identified as Category 1 and category 2 used by assigned unit. The incumbent will operate equipment requiring a Class A Commercial Drivers' License with a tanker (N) endorsement. The incumbent is primarily responsible for working on a raised marker crew, operating a variety of equipment such as trucks including 4 cubic yards, 2 ton cargo or smaller and forklifts. The job duties include operating the trucks and other equipment to remove markers for repair and replacement. Employee will be responsible for assisting with the moving lane closures.

The incumbent will be required to work overtime, irregular shifts/alternate work schedules including nights, holidays and weekends, shift changes due to operational needs. May be loaned to other crews District wide as well as out of town work locations.

Duties include, but are not limited to:

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, Employee Excellence - Collaboration, Innovation, Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Collaboration, People First, 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 - Integrity, 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, Employee Excellence - Collaboration, Innovation, People First)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Collaboration, Innovation, People First)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Employee Excellence - Collaboration, Innovation, 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, Equity, Employee Excellence - Collaboration, Innovation)
- **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, Equity, Employee Excellence - Collaboration, Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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45%	E	Operate and service highway maintenance equipment identified as Levels of Equipment for Caltrans Equipment Operator I and II. Operate appropriate equipment to conduct highway repair and preventative maintenance operations. Incumbent shall use the Pre-Op and Post-Op checklists for reporting any signs of problems to the supervisor.
45%	E	When not operating the specified equipment, accomplish tasks normally performed by the assigned unit. Such tasks may include, but are not limited to, traffic control, litter pick up. Operate a 2-ton cargo or a 4 cubic yard vehicle. Drive the marker truck in order to repair or replace raised markers. Employee will be responsible for assisting with night moving lane closures.
5%	E	Equipment care: Servicing, minor repairs, adjustments and emergency repairs, cleaning of equipment and keeping all pertinent records.
5%	M	Record Keeping and Reporting: Crew report forms, pre and postoperative equipment checks, fuel purchases/usage, material usage reports.

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

No direct supervision. May be responsible to oversee and direct Special Programs People such as California Conservation Corps, probationers, etc.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices.

Must have ability to work safe and work effectively alone or with others; must be able to analyze various work situations effectively and make sound decisions; must have knowledge of minor equipment repair and maintenance; must have the ability to work at various heights; must have the ability to work safely around high-density traffic; must have knowledge of the Departments Injury and Illness Prevention Program; must possess a valid and unrestricted Class A Commercial Driver's License with Tank (N) endorsement.

Ability to work safely around high-density traffic.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may expose co-workers and/or the public to possible injury or loss of life. Errors may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of bridges, or damage to State equipment and facilities. Errors may expose the State to liability for damages to public property and/or delay in project delivery.

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees, and employees/representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of the assignment. Contact may be with hostile public and the incumbent is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorists and do strenuous hand and mechanical labor.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating equipment 45% of the time on a year-around basis. The remainder of the activity is labor.

Standing, Sitting and Walking are described to equal 100% of the work time for a given period such as a work shift. The following

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are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

Twisting - The operator twists while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting is done while shoveling, sweeping, setting down and picking up traffic cones which weigh 10 pounds.

Climbing/Balancing – Climbing is done in and out of equipment, up and down banks and used in fine manipulation of slopes, ladders, stairways (often with a load of material or supplies); onto steps and walkways to do engine checks on equipment.

Bending/Crouching/Squatting/Crawling – The Operator often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The Operator also crawls around and underneath equipment while checking and servicing equipment and other equipment parts.

Simple Grasping – This activity is necessary about 95% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials.

Fine Manipulation - This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment.

Importance of hearing and sight – Both are essential on the job because the operator must hear directions and equipment and must have adequate night vision with or without prescription glasses in order to perform his/her duty safely.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent dangers at the work site. As per chapter 13 of the Caltrans Injury and Illness Prevention Program safety manual. Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

Flagging/pilot car/lane closure operations: Standing, twisting and turning and sitting 95% of the day.

Lifting (floor to bench to floor) - items listed may be any of the following but not limited to: assisting with the loading and unloading of a tire and rim, which can weigh over 75 pounds. Another example of lifting is shoveling material. Each shovel full lifted weighs approximately 15 pounds. 80% of this lifting would be floor to waist and 20% lifted above the waist. Another type would be lifting/loading garbage bags filled with litter, which requires continuous bending and lifting. Other items include boxes of bituminous and markers.

Carrying – Bagged /boxed material, which may weigh 50 to 100 pounds., must be carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 pounds. each. Tools carried include shovels, brooms, button bars, signs, standards, flags, cones, etc and may be carried on uneven terrain.

Overhead Reaching - Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times a day,

Other Reaching - Setting cones, lubing and checking equipment, shoveling, driving, using button bars, shifting, holding signs, setting signs and picking up cones; often done on a continuous basis.

Pushing/Pulling – Shoveling, opening garage doors, hooking up trailers, kettles, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing tires.

WORK ENVIRONMENT

Required to work in a wide range of sometimes-extreme conditions, including heat up to 120 degrees and as cold as –15 degrees, strong winds, rain, sleet and snow.

The normal work week is 5/40, Monday through Friday. The hours are 0600 to 1430 is at the discretion of the Region Management. The employee may be scheduled to work the night shift as needed to meet operational needs.

The incumbent may be required to work overtime, irregular shifts/alternate work schedules including nights, holidays and weekends, shift changes due to operational needs, and may be loaned to other crews.

Will be required to work overtime due to callbacks, special work projects or to meet operational needs. Overtime will be assigned per Bargaining Unit 12, Memorandum of Understanding.

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Personal safety requirements (as per Caltrans Injury and Illness Prevention Program) include:

Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.

Either a long sleeve shirt or safety vest, provided by Caltrans, is to be worn over non-safety shirts or coats.

Long pants. No shorts or cutoffs.

Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator chaps or other safety gear must be worn when required by the Department.

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
