

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION District 03/Maintenance/Sunrise Region	
WORKING TITLE Caltrans Equipment Operator II (Valley)	POSITION NUMBER 903-659-6286-XXX	REVISION DATE 06/12/2026

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 and works individually or with a crew performing tasks related to highway maintenance and landscape work and/or snow removal. Class A driver's license with Tank endorsement is required. May be required to work rotating or irregular shifts including weekends, nights, after hours callouts and overtime.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Equity - Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Innovation)
- **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. (Employee Excellence - 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. (Safety - Stewardship)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Employee Excellence - Equity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Climate Action - Equity, Pride)
- **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. (Climate Action - Equity, Pride)
- **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. (Equity, Climate Action - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Equity - Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Operate Category 1 and Category 2 equipment used by the assigned unit. Equipment such as but not limited to: end-dump trucks from 2 to 10 cu. yards, with either automatic or manual transmission, equipped with snow plows and sanders. May also operate front-end loaders, motor graders, snow blowers, equipment trailers, rear & side flail mowers, slope mowers and other related vehicles while performing stated duties.
40% E	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 rest stops, and any other duties that would normally be assigned to a Highway Maintenance Worker or Landscape Maintenance Worker.

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10%	E	May be loaned to snow yards and overnight travel may be required. Operate snow removal equipment including trucks with plows and or sanders, motor graders, loaders, and rotary snow blowers. Included would be operating and manning chain control and road closures, directing traffic and proper placement of warning / detour signs. Also included would be assisting in all aspects of slide removal (both manual and mechanical).
5%	M	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, and 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

This position does not supervise but may be placed as the person in charge of a crew or operations.

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.

Possession of a valid Class A Commercial Driver License with a minimum of tank endorsement is required. Hazardous material endorsement is desirable.

Ability to work safely around high-density traffic. Ability to work effectively alone or with others. Must be able to evaluate various work situations accurately and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public, and employee is expected to maintain a favorable public image for 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-round basis. The remainder of the activity is labor. Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking: A. Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting and driving 50%. B. Snowy day: Sitting and operating large trucks, loaders, motor graders and snow blowers 90%; walking and standing, checking out equipment, 10% C. Crack sealing: Standing and walking 95% of the day D. Chip sealing: Standing, operating truck, loader, spreader, 80% to 90% of the day E. Paving: Operating trucks, motor graders, loaders, pavers, 45% of day. Standing and walking, raking and shoveling, 45% of the day. F. Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle 95% of the day G. 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: tire chains for vehicles which may weigh as much as 75 lbs. per chain. In the winter months these could be handled on an every day basis; a post driver which weighs approximately 60 lbs.; assists with the loading and unloading of a tire in a rim which can weigh over 75 lbs. Another example of lifting is shoveling asphalt. Each shovel full lifted weighs approximately 15 lbs., and 1,000 to 1,500 lbs. of sand or asphalt per day would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist. Installing marker post, at least two feet into the ground, requires lifting up and pulling down the 60 lb. driver 10 to 150 strokes per post, worker could install up to 40 markers per day. Another type of lifting is light pickup – loading garbage bags with litter which requires continuous bending and lifting. Carrying – Bagged/boxed material, which may weigh 50 to 100 lbs., must be carried from storage areas to vehicles and from vehicles to job sites, which may be

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uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, 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 per day, pruning, holding up signs off a ladder, servicing equipment on the lube hoist, signaling other workers, and throwing/loading material in equipment. Other Reaching – Setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs picking up cones; often done on a continuous basis over 60% of the work shift. Pushing/Pulling – Shoveling, opening garage doors, hooking up trailers; installing plows, sanders, kettles, pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing tires and chains; pulling down on post drivers. Pulling brush and limbs, animal carcasses, and pulling chains. Twisting - The Operator twists while driving equipment on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones which weigh 10 lbs. Climbing/Balancing – Climbing is done in and out of equipment, up and down banks and used in fine manipulation of a chain slopes, ladders, stairways, (often with a load of material or supplies); onto steps and walkways to do engine checks on.

WORK ENVIRONMENT

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

During the winter months the workweek is normally 5/8-hour days and may have mid week days off. During the summer months, the workweeks may be changed to 4/10 or 9/80-hour days. The scheduling of the 5/8 days or the 4/10 or 9/80 days is at the discretion of the District Management. Incumbent may be scheduled to work the night shift during the months of November, December, January, February, March and April or as scheduled by the Maintenance Supervisor.

Will be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

Personal safety requirements include:

- A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
- B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. 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.

Some crews are designated travel crews and work out of town on a per diem basis up to 80% of the year.

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