

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION DISTRICT 7 - MAINTENANCE - SOUTH REGION	
WORKING TITLE Equipment Operator II	POSITION NUMBER 907-675-6286-918	REVISION DATE 02/06/2025

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

GENERAL STATEMENT:

Under the direction of a Caltrans Maintenance Supervisor or guidance of a Caltrans Highway Maintenance Leadworker, the Caltrans Equipment Operator II operates, maintains, and repairs various maintenance equipment. Incumbent will work individually or with a crew performing tasks related to highway maintenance work; paving, mowing, ditch cleaning, dig outs, removes brush/undergrowth from highway right of way, pavement patching, repair or replacement of guide markers, signs, fence, guardrail, clean culverts, traffic control, litter pick up, maintenance of roadside rests, graffiti removal, makes minor repairs to and clean signs and markers. Employee may be assigned as a dedicated operator on specialty equipment. May be loaned to other cost centers.

Possession of a valid California Class A driver's license with tanker (N) endorsement and a current medical certificate is required. A hazardous materials endorsement (X) is desirable, but not required.

Possession of a Qualified Applicators Certificate (QAC) is desirable.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety - People First)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Stewardship)
- **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 - Pride)
- **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. (Equity - Collaboration)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity - Collaboration)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - People First)
- **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. (Employee Excellence - People First)
- **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 - Innovation)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity - Pride)

TYPICAL DUTIES:

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

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40%	E	Incumbent will 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. Operate loaders, packers, trucks and other equipment to remove debris, repair washouts and slides. Incumbent shall use the Pre-Op and Post-Op checklists for reporting any signs of problems to the supervisor. Service and make minor repair on equipment as instructed by Maintenance Equipment Training Academy. Service and make minor repairs on equipment (lube service points, changes, tires, light bulbs, fuses, filters, and window wipers, steam cleans equipment, wash and wax). Must be able to operate automatic and manual transmissions. When not operating the specified equipment accomplish tasks normally performed by the assigned unit.
30%	E	Incumbent when not operating the specified equipment, may perform any of the duties outlined under Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker, Caltrans Landscape Maintenance Worker, and/or other related work. Such tasks may include, but are not limited to, crack sealing, mowing, ditch cleaning, dig outs, pavement patching, repair or replacement of highway delineation, signs, fence, guardrail, makes minor repairs to and clean signs and markers. Operate and maintain manual/power hand tools such as a pick, shovel, broom, loppers, handsaw, pruning shears, pitchfork, chainsaw, pole saw, weed-eater, hedger, hand grinder, sazall, acetylene torch, the installation of storm water protection measures. Will perform litter removal, graffiti removal, road debris removal, illegal sign and encampment removal, and dead animal removal and disposal within the highway right of way. Chemical mixing-loading-spraying for weed and insect control, storm drainage, vegetation control, tree and brush maintenance, and the installation of storm water protection measures.
20%	E	Incumbent will assist with traffic control duties such as setting up and execution of lane closures on two-lane and multi-lane highways, and moving closures. Will be required to properly set up signs, cones, barricades, message boards, and operate 2-way radios. Attend all required safety meetings and job related training programs.
5%	M	Incumbent will perform custodial work and make minor repairs to maintenance stations and highway facilities.
5%	M	May be required to provide training on equipment to other employees.

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

On occasion, may give functional guidance to a crew consisting of Caltrans Equipment Operator 1, Caltrans Highway Worker, Caltrans Landscape Maintenance Worker. Normally this position does not supervise, however, Incumbent may at any time be placed in charge of a work crew as the responsible person in charge per Chapter VIII over other Caltrans workers, Special Program Workers, such as CCC, probationers, etc.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Operation and care of automotive equipment including light trucks and minor construction equipment, repair and maintenance of equipment, basic safe work practices to protect their own safety and the health of others, provisions of the California Vehicle Code applying to the Operation of vehicles, regulations and safety practices pertaining to highway emergencies, 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, and the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program. Must possess a knowledge of statewide Maintenance functions and the mission, goals, organization and procedures of the Department of Transportation. Knowledge of basic safe work practices to protect their own safety and health and that of others. Abilities & Analytical: Must be able to use, operate, and care for various manual and power tools. Communicate and follow both oral and written directions at a level for successful job performance, do manual labor, assist in work related to the maintenance of highway, structure, landscaped areas, and keep records. The incumbent must have the ability to modify and change work methods to solve various problems encountered in daily operations and emergency situations. Ability to work safe and work effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions. Skill in operating a variety of complex or heavy maintenance equipment and making minor adjustments and emergency repairs to such equipment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly operate, service, or maintain equipment and cause excessive repair costs, loss of equipment, and negatively impact work production. Negligence could also cause physical harm to the general public, operator and/or crew members. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

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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 their assignment. Contact may be with hostile public, the employee is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Almost all work is done in close proximity to traffic and equipment; incumbent must hear at a level sufficient to hear warning shouts and backup alarms. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings. Prolonged sitting required to operate equipment; sufficient manual dexterity to operate controls and tie-down equipment to be hauled. If assigned to storm patrol, incumbent will be seated in his/her equipment length of shift. Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist 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 40% of the time on a year-around 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 0%.

B. Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle 95% of day

C. 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: bags/ buckets of concrete, buckets of rock, and buckets of bridge repair debris which all may weigh as much as 75 lbs. Various heavy pneumatic tools. All listed could be handled on an everyday basis. Each shovel full lifted weighs approximately 15 lbs., and 200 to 2,500 lbs. of concrete or debris per day, would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist. 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 on 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, various pneumatic tools, hoses, signs, standards, flags, and cones, guideposts, 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, varying tasks on bridges above your head, 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.

Climbing/Balancing- Climbing is done in and out of equipment, up and down banks and used in fine manipulation of a slopes, ladders, stairways, (often with a load of material or supplies); onto steps and walkways to do engine checks on equipment. One example would be to climb on a heavy equipment trailer to secure the load with chain binders.

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, putting on or removing snow chains and tightening or replacing grader blades.

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. A higher percentage of the time would be saw or similar equipment.

Pushing/Pulling - Shoveling, 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 brush and limbs, animal carcasses, and pulling chains.

Twisting - The Operator, twist 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 dragging brush, shoveling, raking and setting down and picking up traffic cones which weigh 10 lbs. Importance of hearing and sight- both are essential on the job because the operator must hear directions and equipment and must see in order to perform his/her duty safely. Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. As per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual.

Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations.

ADA Notice

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and adopt an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity, reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by their unit and provide high quality service to both internal and external customers. Employee must be able to work alone.

WORK ENVIRONMENT

Required to work in a wide range of sometimes-extreme conditions, including heat up to 120 degrees, cold to 25 degrees, strong winds, rain, sleet, and snow. Assignments will generally be within D-7; overnight travel on per diem may be required.

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, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls.

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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