

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION DISTRICT 07/MAINTENANCE/SPECIAL CREWS/STENCIL CR	
WORKING TITLE CT Equipment Operator II	POSITION NUMBER 907-740-6286-918	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 Caltrans Equipment Operator II will operate equipment and work individually or with assigned crew performing tasks related to stenciling of State maintained roadways. The incumbent maybe assigned as a dedicated operator on specialty equipment. The incumbent may act as a crew lead in the absence of the Caltrans Bridge Supervisor, a Caltrans Maintenance Leadworker, or other qualified person. The incumbent may be loaned to other crews as required due to operational needs. The incumbent may receive training from other employees of the crew, region, district or headquarters.

Possession of a valid Class A commercial driver’s license, with Tank Vehicle (N) endorsements is required.

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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40%	E	Incumbent will operate and service highway maintenance equipment identified as Levels of Equipment for Caltrans Equipment Operator I and II. Operates appropriate equipment to conduct highway repair and preventative maintenance operations. Services and makes minor repairs 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	When not operating the specified equipment, may perform any of the duties outlined under Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker, and/or other related work. Such tasks may include, but are not limited to physical tasks such as kneeling, bending, stooping, reaching, climbing, and lifting. The incumbent must be able to lift a minimum of fifty (50) pounds when involved with the layout and installation of Stencil markings, removal of markings, as well as loading of thermoplastic material into preheater. Will lift 5 gallon buckets of Stencil kote, 5 gallon buckets and 3 gallon buckets of glass beads, sweep up excess materials and lift trash bags into trucks. Will perform scraping operation on stencils, hand painting of small stencils, and spray paint installation of stencils. Perform other misc. unskilled laboring tasks by using hand tools (e.g., shovel, wrench, handsaw, breaker bar, tamping bar, etc.). Pre and post operative equipment checks. Reports any malfunctioning equipment or repair to the supervisor.
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%	E	Record Keeping and Reporting: Crew report forms, fuel purchases/usage, and material/inventory usage reports.
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

None. This position does not supervise. May at any time be placed in charge of a work crew as acting Leadworker.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment and tools used in the installation and maintenance of traffic markings, highway maintenance and construction; provisions of the California Vehicle Code as it pertains to loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices, including but not limited to Maintenance Manual Volume I and II, Injury and Illness Prevention Program, Code of Safe Operating Practices, Standard Plans and Specifications. Must maintain equipment in good and safe working order.

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

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of the position is labor intensive when not operating a motor vehicle. Incumbent must have the physical ability to react quickly to errant motorists in the field. Must perform moderate strenuous hand and mechanical labor. Generally, activities can be broken down to operating equipment 45% of the time on a year-round basis.

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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: Stencil installation, standing, walking, stooping, reaching, bending, and lifting = 60% of the day.

Driving: Sitting in the vehicle to and from location, moving vehicle at the job site, loading material with forklift.

Sitting and operating large trucks, walking, standing, checking out equipment = 10%

Standing and walking, shoveling = 25% of day.

Lifting, walking, and climbing in/out of vehicle = 45% of day

Flagging/Pilot Car/Lane Closure Operations: Standing, twisting, turning, and sitting = 45% of the day

Lifting (floor to bench to floor): Items listed may be any of the following but not limited to: gear bags, small hand tools, lights, sprays guns, tool boxes, spray lines, boxes of fittings, buckets of paint, stencils

Transport and/or carry - Bagged/boxed material which may weigh 50 to 100 pounds must be transported and/or carried from storage to vehicles and from vehicles to job sites which may be on uneven terrain. Tools, supplies, and equipment are transported and/or carried from a few feet to 30 yards and weigh from a few pounds to 200 pounds. Items may be hoses, signs, standards, flags, cones, barricades, 5 gallon paint buckets, sand bags, etc. This is done approximately 5% of the day.

Overhead reaching - Overhead work includes but is not limited to pulling yourself up into many types of equipment, scraping, brushing, rolling, spraying, spray shields, setting up signs, and loading material into/onto equipment. This activity may make up 20% of the day.

Other Reaching - Includes but is not limited to setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, setting work signs, picking up cones; often done on a continuous basis.

Pushing/Pulling - Includes but is not limited to: shoveling, hooking up trailers, working on cranks on equipment stands, tightening and loosening nuts and bolts, scraping, hand cleaning, washing, spray painting, and opening buckets.

Twisting - The Operator twists while driving equipment and does so on a continuous basis especially while backing up or turning around while operating a truck. Other twisting is done while shoveling and setting down/picking up traffic cones which weigh 10 pounds, climbing in and out of trucks, setting and picking up painting equipment.

Climbing/Balancing - Climbing is done in/out and off/on equipment, ladders, stairways (often with a load of material or supplies); onto steps and walkways to do engine checks on equipment such as in and out of trucks, painting equipment, etc.

Bending/Crouching/Squatting/Crawling - The incumbent 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 employee also crawls around and underneath equipment while checking and servicing equipment.

Simple Grasping - This activity is necessary about 25% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials, scraping stencil and paint, cleaning carts, and general hand cleaning.

Fine Manipulation - This occurs less than 10% of the shift and is usually done while writing reports or manipulating the knobs and levers on equipment, brushing and rolling.

Importance of hearing and sight - both are essential on the job because the incumbent 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 imminent danger at the work site as per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual

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ADA Notice

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WORK ENVIRONMENT

Work in a wide range of sometimes extreme-conditions, including heat up to 120 degrees, cold to 40 degrees, strong winds, rain, sleet, and snow. The work schedule is a 5/40, Monday through Friday, 0700 to 1530 hours. During the winter months the workweek is normally 5/8-hour days. The scheduling of the 5/8 days is at the discretion of the Region Management. Employee may be scheduled to work the night shift as needed to meet operational needs with proper advance notice as per the Bargaining Unit 12, Memorandum of Understanding. This crew will travel district wide 40% of the time during the year. May be loaned to other crews.

The incumbent may be required to work overtime, irregular shifts/alternate work schedules including nights, holidays, out of town work, and shift changes due to operational needs. Overtime will be assigned per the Bargaining Unit 12, Memorandum of Understanding.

- Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):
- A. Appropriate footwear, in good and sturdy condition, must be worn.
 - B. Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to worn over non-safety shirts or coats.
 - C. Long pants. No shorts or cutoffs.
 - D. Provided safety gear; hard hats, safety glasses, hearing protection devices, face shields, gloves, respirators, 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
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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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