

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION District 4/Maintenance/ North Bay Region	
WORKING TITLE Equipment Operator II	POSITION NUMBER 904-610-6286	REVISION DATE 08/07/2025

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:

Under the direction of a Caltrans Maintenance Supervisor or designee, and with the lead guidance from a Caltrans Leadworker, the Caltrans Equipment Operator II is responsible for the general maintenance of the State highways, freeways, landscaped areas, and/or bridges. The incumbent will be required to service, maintain and operate equipment requiring a Class A commercial driver's license with tank endorsement. When incumbent is not operating equipment, may perform any of the duties outlined in the Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker, or Caltrans Landscape Maintenance Worker as part of their normal duties.

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. (Safety First - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Integrity)
- **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. (Cultivate Excellence - 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. (Safety First - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First - Engagement)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Strengthen Stewardship and Drive Efficiency - Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Must perform manual tasks associated with maintenance of State highway landscape areas, travel way, maintenance yards and other State work sites. Other tasks may include heavy manual labor, asphalt paving, shoulder grading, mowing pruning, ditch cleaning, digouts, pavement patching, replacing or repairing guide markers, signs, clean drains/culverts, traffic control, removal of animal carcasses, litter pickup, install and maintain one way traffic control and lane closures, guardrail repair, fence repair, and bridge maintenance repair.
25% E	Maintain and operate commercial trucks and equipment used in the general maintenance of the State highway and landscaped areas and travel way.

ADA Notice

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15%	E	Respond to emergencies on the highway for traffic control, spill material cleanup, storm patrol and cleanup, facilities repair, etc. Incumbent will also be required to respond as part of the District 4's Bay Area Incident Response System (BAIRS).
10%	M	Installation and maintenance of work closures. Perform facility custodial and maintenance duties at the maintenance station.

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
Normally does not supervisor others, may temporarily cover for Leadworker or Supervisor during short absences.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The incumbent must have the knowledge of operation and care of equipment and vehicles. They must have the ability to communicate and follow directions at a level required for a successful job performance and must be able to keep records. During all of these duties, the employee will put safety first for him/herself, his/her fellow employees, the environment and the public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
A poor decision could result in serious injury or death to you, another Caltrans employee, or a member of the traveling public. Poor judgment may also result in damage to equipment or highway facilities.

PUBLIC AND INTERNAL CONTACTS
The incumbent must be able to work with other Caltrans employees, contractors, the California Highway Patrol, employees of other agencies or private companies and members of the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Incumbent will be required to wear safety equipment and will be required to lift heavy objects, operate power hand tools and small equipment, and work extended shifts. Will be expected to respond to emergencies at night and on weekends in a timely manner.

WORK ENVIRONMENT
The incumbent can be expected to work outdoors most of the time in all types of weather. The incumbent is subject to sunburn, poison oak, insect bites, loud noises, dust and chemicals. In addition, the job is in close proximity of vehicular traffic. May be required to work rotating shifts, including nights weekends and holidays.

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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
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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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