

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION D6 / MAINTENANCE/SPECIAL CREWS	
WORKING TITLE CT Equipment Operator II	POSITION NUMBER 906-670-6286	REVISION DATE

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

GENERAL STATEMENT:

Under the supervision of a Caltrans Maintenance Supervisor or lead direction from a Caltrans Highway Maintenance Leadworker, incumbent will operate all types of highway maintenance equipment. You will be working on the striping/stencil crew. This is a traveling crew and may be required to travel up to 50% of the time. Employee will operate vehicles requiring a Class "A" driver's license with tank endorsement and operate and service specified equipment used in highway maintenance of striping, raised pavement markings, stencils, signs, or emergency service. When not operating the specified equipment, may perform any of the duties outlined under CHMW or CLMW, and do other related work. Employee may also be assigned to perform non-equipment operation duties normally assigned to other classifications as part of their normal assignment. May be required to do heavy manual labor, may include routinely lifting 50 lbs or more in order to load materials and require long periods of driving or standing dependent on assignments, along with storm water related activities in support of the Department's storm water pollution prevention program.

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 - Collaboration, Innovation)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Climate Action - Integrity)
- **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. (Employee Excellence - Innovation)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety - Equity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Innovation)
- **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 - Collaboration)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Pride)
- **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 - Collaboration)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Operate and service highway maintenance equipment, for the use of striping, raised pavement markings, stencils, signs, or emergency service & other equipment requiring a Class A or B driver's license.

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DOT PM-0924 (REV 01/2025)

30%	E	Operate and service highway maintenance equipment pickups and other equipment requiring a Class C driver's license.
25%	E	Must be able to do heavy manual labor, may include routinely lifting 50 lbs or more in order to load materials and require long periods of driving or standing dependent on assignments., replace damaged signs and or posts, graffiti removal, weed control around sign post, litter removal and various other maintenance activities, including traffic control/flagging, setting of lane closures. In addition incumbent will be involved in all types of sign maintenance, ground mount and overhead, and will require the operation of power tools such as weed eaters and chain saws.
5%	M	Safety tailgate meetings, BMP meetings, load materials in trucks for daily jobs, and daily equipment inspections.

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 supervise; may act as lead for short periods of time.

- KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
- ♦ Must have thorough knowledge of the operation and care of automotive and construction equipment.
 - ♦ Must have thorough knowledge of the provisions of the California Vehicle Code applying to the operation of vehicles.
 - ♦ Must have knowledge of the regulations and safety practices.
 - ♦ Must have a working knowledge of highway and structure maintenance procedures.
 - ♦ In addition to operating equipment, must have the ability to make minor adjustments and emergency repairs to equipment.
 - ♦ Must have the ability to learn various work procedures.
 - ♦ Must have the ability to understand both written and verbal instructions and to carry out these instructions.
 - ♦ Must have the ability to work cooperatively with other employees.
 - ♦ Must have a valid Class A California drivers license, with Tank Endorsement.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Work assignments and instructions are provided; decisions are generally made at a higher level. Most serious consequence of errors would occur with exercise of poor judgment or improper safety practices which could result in injury to self, co-workers or the traveling public. Decisions made should consider the protection and preservation of lives, environment and property.

PUBLIC AND INTERNAL CONTACTS
Internal contacts are usually limited to other employees and supervisors working out of the same yard or superintendent's territory; some contact with traveling public, as well as law enforcement and other government agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
May require heavy manual labor, including routinely lifting 50 lbs. or more. Position may require long periods of driving or standing dependent on assignments. The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. Position requires incumbent to move heavy objects, stand or sit for prolonged periods, bending, stooping and or kneeling. Incumbent must have the ability to walk on uneven surfaces, climb slopes, ladders, and work on elevated scaffolding. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, and recognize emotionally charged issues or problems.

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WORK ENVIRONMENT

Incumbent will be required to work outside in all kinds of weather and subject to environmental conditions. The work is physically demanding and requires stamina and agility. In addition, the job will require incumbent to work on or near roadways with vehicular traffic as well as working with and around heavy equipment, hot and/or pressurized materials/chemicals used for highway work.

*Mandatory night sign inspections start each year on April 1st.

MAY BE ASSIGNED TO A SNOW TERRITORY

Reviewed and Approved for advertising:

SUPERVISOR (signature)	(print)	DATE
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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.)

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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