

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Equipment Operator I	OFFICE/BRANCH/SECTION DISTRICT 7 - MAINTENANCE - EAST REGION	
WORKING TITLE Equipment Operator I	POSITION NUMBER 907-640-6890-918	REVISION DATE 8/1/2026

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 I operates, maintains, and repairs various maintenance equipment. Incumbent will work individually or with a crew performing tasks related to highway maintenance work. Employee may be assigned as a dedicated operator on specialty equipment. May be loaned to other cost centers. This classification requires a valid class B driver's license with tanker (N) endorsement and current medical certificate. Hazardous materials endorsement (X) is desirable, but not required. Possession of a Qualified Applicators Certificate is desirable.

CORE COMPETENCIES:

As a CT Equipment Operator I, 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, Integrity, Pride)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Collaboration, Innovation, Stewardship)
- Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety, Prosperity, Employee Excellence - Integrity, People First, 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 - Integrity, People First, Pride, Stewardship)
- Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Equity, Employee Excellence - Collaboration, Integrity, People First, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Prosperity, Employee Excellence - Equity, Integrity, People First, Pride, Stewardship)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety, Employee Excellence - Collaboration, Integrity, People First, Pride, Stewardship)
- 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, Employee Excellence - Innovation, Integrity, People First, Pride, Stewardship)
- 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, Prosperity, Employee Excellence - Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Safely operate and service highway maintenance equipment identified as Levels of Equipment for the Caltrans Equipment Operator I and Caltrans Maintenance Landscape Worker. 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, will perform 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 Maintenance, 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; cleaning ditches and dig outs; pavement patching; repair or replacement of highway delineation, signs, fence, guardrail. Makes minor repairs to, and clean signs and markers. Operates and maintains manual/power hand tools such as a pick, shovel, broom, loppers, handsaw, pruning shears, pitchfork, chains saw, pole saw, weed-eater, hedger, hand grinder, sawzall, and acetylene torch. Installation of storm water protection measures. Will perform removal of graffiti, illegal signs, and illegal encampment. Removal of roadside litter and dead animals. Hauls garbage and performs other unskilled laboring tasks by using such tools as a pick, shovel, broom, pitchfork, and hoe. Performs mulching including tasks such as loading, tarping, hauling, dumping, and spreading manually or with tractor equipment. Chemical mixing, loading, and spraying for weed and insect control. Performs vegetation control, clearing storm drainage, and tree and brush maintenance.
15%	E	Safely install and remove traffic control devices per Chapter 8 such as traffic cones, flares, and advance work signs. Properly operate/communicate on 2-way radios. Attend all required training programs.
15%	M	Provides training on equipment. Perform minor repairs to maintenance stations and highway facilities.

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 Highway Maintenance Worker and Caltrans Landscape Maintenance Worker. Normally this position does not supervise. However, 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 California Conservation Corps; probationers, etc.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid class B driver's license with tank vehicle endorsement. Must be able to operate vehicles with automatic and manual transmissions. Knowledgeable in the operation, repair and care of automotive equipment including light trucks and minor construction; basic safe work practices to protect their own safety and health and that 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. Must comply with 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. Must be able to use, operate and care for various manual and power tools. Ability to read, write, and follow oral and written directions at a level required for successful job performance; do manual labor; assist in work relating to the maintenance of highway, structure and landscaped areas; keep records. 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 effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly service and maintain or operate 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.

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/representatives of other government agencies. May have occasional 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.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor. Both hearing and sight are essential on the job because the operator must hear directions and equipment and must be able see in order to perform their 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. Items lifted may be, but are not limited to any of the following: Tire chains for vehicles, which may weigh as much as 75 pounds (lbs.) per chain; a post driver, which weighs approximately 60 lbs.; assist with the loading and unloading of a tire in a rim, which can weigh over 75 lbs.; shoveling dirt or vegetation removal, where each shovel full weighs approximately 15 lbs. Incumbent should ask for assistance when moving items over 50 pounds. Will transport and/or carry bagged/boxed material, which may weigh 50 to 100 lbs., 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, rakes, hoses, signs, standards, flags, cones, guide posts, power tools, etc. and may be carried on uneven terrain. Overhead work includes, but is not limited to, pulling yourself up into many types of equipment, pruning, holding up signs, servicing equipment, signaling other workers, throwing/loading material in equipment, setting cones, lubing and checking equipment, raking, shoveling, driving, shifting, holding signs, and picking up cones. Pushing and pulling includes, but not limited to, shoveling, opening doors, hooking up trailers, installing plows, sanders, and kettles, pulling on hoses, working cranks on equipment stands, tightening and loosening nuts, installing and removing tires and chains, pulling down on post drivers, pulling brush and limbs and animal carcasses. May twist while driving equipment and does so on a continuous basis. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones, and applying chemicals. Climbing and balancing is done while climbing in and out of equipment, up and down banks and slopes, on ladders, in stairways (often with a load of material or supplies), and while do engine checks on equipment. Bending/Crouching/Squatting/Crawling is done 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 and tightening or replacing equipment parts. Simple grasping is necessary climbing in, out and around equipment, while operating equipment, while using hand tools and handling materials. Fine manipulation occurs while writing reports or manipulating the knobs and levers on equipment and while using power saws or similar equipment. 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, and adopts 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. Employee must be able to work alone and with others. This position must adhere to the customer service standards set by their unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

Required to work in a wide range of 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. May work irregular shifts or alternate work schedules including nights, holidays and weekends.

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.

Possession of a valid driver's license is required to operate a State vehicle.

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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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