

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION DISTRICT 07/MAINTENANCE/SPECIAL CREWS/BRIDGE CRE	
WORKING TITLE CT Equipment Operator II	POSITION NUMBER 907-740-6286-XXX	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 Bridge Supervisor, the Caltrans Equipment Operator II will work individually or with a crew performing tasks related to bridge maintenance work. The incumbent will will operate Category 1 and Category 2 equipment by assigned unit and may be assigned as a dedicated operator on specialty equipment. There are times when employee may work for other Supervisors and/or work units as required by operational needs. Employee 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) endorsement is required. Possession of hazardous materials (H) endorsements 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.

- 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 (META) such as lube service points, changes, tires, light bulbs, fuses, filters, and window wipers, steam cleans equipment, wash and wax. Operates automatic and manual transmission vehicle and equipment. Performs pre and post operative equipment checks and reports any malfunctioning equipment or repair to the supervisor.
30%	E	Performs 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, various phases of bridge structure maintenance, such as repairing spalled or damaged concrete to bridge rails, decks, joints and substructure and super structure members. Performs physical labor, including, but not limited to handwork such as erecting, cleaning, painting out graffiti on sign and bridge structures. Marks locations for USA/Dig Alert for excavations needed to install new signs. Performs other miscellaneous unskilled laboring tasks by using hand tools (e.g. shovel, wrench, handsaw, breaker bar, tamping bar, etc.).
20%	E	Assists 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. Attends all required safety meetings and job related training programs.
5%	M	Maintains records and report such as 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. May be in charge in the absence of the Caltrans Bridge Supervisor, a Caltrans Maintenance Leadworker or other qualified person.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices.

Must have ability to work safe and work effectively alone or with others; must be able to analyze various work situations effectively and make sound decisions; must have knowledge of minor equipment repair and maintenance; must have the ability to work at various heights; must have the ability to work safely around high-density traffic; must have knowledge of the Departments Injury and Illness Prevention Program; must possess a valid and unrestricted Class A Commercial Driver’s License with Tank (N) endorsement.

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

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Must have the physical ability to react quickly to errant motorists and do strenuous hand and mechanical labor.

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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 and light vehicles 45% of the time on a year-round basis.

The remainder of the activity is labor intensive and includes but is not limited to the following:

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:

Typical sign repair/installation: Standing and walking using hand tools, 55%. Sitting and driving, 45%.

Lifting/Carrying – Signs and material which may weigh from a few ounces up to 100 pounds must be moved from storage areas to vehicles and from vehicles to job sites which may be on uneven terrain. Tools are moved from a few feet to 100 yards and weigh from a few ounces to 50 pounds each. Tools may include shovels, post hole diggers, breaker bars, tamping bars, ladders, signs, standards, cones, barricades, etc. and may be moved over uneven terrain.

Overhead reaching – Includes pulling self up into many types of equipment, holding up signs, tightening/loosening sign bolts, servicing equipment on the lube hoist, signaling other workers, and loading /unloading material onto equipment.

Other reaching – Setting and retrieving cones, lubing and checking equipment, shoveling, driving, shifting, holding signs, picking up cones; often done on a continuous basis over 60% of the work shift.

Pushing/pulling – Loading/unloading various sizes of sign posts, shoveling, opening doors, and hooking up trailers, tightening/loosening nuts on bolts.

Twisting – May be done while operating equipment and may be on a continuous basis while working out of a personnel hoist or from the platform of the digger derrick. Other twisting is done while setting and picking up traffic cones and shoveling.

Climbing/ balancing – Is done in and out of equipment, up and down banks/slopes, ladders, onto steps and walkways such as when transitioning from the bucket of a personnel hoist onto the catwalk of an overhead sign structure.

Bending/crouching/squatting/crawling – Often done continuously throughout the day while operating equipment and performing physical labor. These activities are necessary when picking up and laying down tools and material and also done when crawling around and underneath equipment while checking and servicing equipment.

Simple grasping – this activity is necessary about 95% of the shift when climbing in/out and around equipment, operating equipment, using hand tools, and handling materials.

Fine manipulation – This occurs less than 2% of the shift and usually while writing reports.

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 imminent danger at the work site) as per Chapter 13 of the Caltrans Injury Illness Prevention Program.

WORK ENVIRONMENT

Work in a wide range of sometimes extreme conditions including heat up to 120 degrees, cold to –15 degrees, strong winds, rain, sleet, and/or snow.

This is a Monday to Friday crew. Daily shift starts at 0630 and ends at 1500 The scheduling of the work days is at the discretion of Region Management. May be scheduled to work the night shift as needed to meet operational needs and with proper advance notice as per Bargaining Unit 12 Memorandum of Understanding.

May work scheduled and/or emergency overtime due to callback, storms, special work projects, or to meet 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 must be worn over non-safety shirts or coats.

C. Long pants. No shorts or cutoffs.

ADA Notice

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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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