STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Equipment Operator II	04/Maintenance/Toll Bridge Region	
WORKING TITLE	POSITION NUMBER	REVISION DATE
CT EQUIPMENT OPERATOR II (TS)	904-670-6286-xxx	06/23/2026

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 general direction of a Caltrans Bridge Maintenance Supervisor, CT Equipment Operator II engages in the removal of stalled, damaged, and/or abandon vehicles, motorcycles, light trucks, medium to heavy trucks various types of trailers as well as other wheeled vehicles commonly found on State Highways and bridges. The incumbent cleans and maintains drainage systems, piers, and various bridge components, maintains or makes minor adjustments and/or emergency repairs to maintain equipment. Must be willing to work non-traditional work schedules to accommodate special events, emergencies or projects that effect the Region or Caltrans.

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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Advance Equity and Livability in all Communities - Equity)
- **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 - Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation)
- **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. (Enhance and Connect the Multimodal Transportation Network - 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. (Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Innovation)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety First - Innovation, 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 First - Integrity)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Responds to emergencies on the highway for traffic control, spill material clean up, storm patrol, facilities repair, etc.
30%	E	Changes flat tires on all makes of vehicles, add air when required, unlock vehicles, jump start vehicles with dead or low batteries. Dispenses gasoline or diesel to vehicles. Performs required security checks during shift. Including outside normal work hours such as nights, weekends and holidays.

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25%	E	Generates and completes, pre-op and post-op reports on Tow Service Equipment, as well as generate and complete Tow Service Patrol Reports. Attends training, keeps minor records, and keeps equipment/tools clean. May cover for Leadworker during temporary absences.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

[1]ESSENTIAL 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
The Caltrans Equipment Operator II does not supervise, but will direct and lead crew members as needed and may act as a leadworker temporary absences

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Incumbent shall have basic knowledge of automobiles and trucks and how they function, different type transmission systems, traction control systems. Make decisions on the spot as how to deal with events as incumbent is not subject to continuous control. Priorities are set and the incumbent is expected to coordinate the necessities to accomplish the particular function with a reasonable degree of independence. Possession of an Unrestricted California Commercial Drivers License Class "A" with Tanker endorsement is required. Passenger endorsement is desirable. Must be able to lift and carry up to one hundred (100) pounds in a narrow area of travel. Must complete and pass Tow School Training Course.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Incorrect decision or error in judgment could result in equipment failure or damage. This could also affect the safety of yourself, crew members, the environment and the traveling public. This could result in legal action being taken against the department and yourself.

PUBLIC AND INTERNAL CONTACTS
Employee must be capable of maintaining good internal relationships with fellow employees and be able to answer general questions from the traveling public. The employee will be required to communicate with District 4 Communication Center and other Caltrans employees over the state radio.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Must possess the physical ability and manual dexterity to sit, bend, stoop, kneel and stand for prolonged periods of time. Physical agility and strength necessary to work safely at heights of at least 200ft above the ground or water and the physical fitness to withstand working continuously under adverse (cold, wet and windy) weather conditions. The ability to distinguish light gray from aluminum, and red from pink in reduced light levels (dawn, dusk and under bridges). The mental and physical ability to work around loud and moving equipment and is able to analyze various situations accurately and develop sound alternatives when necessary. Ability to maintain good relations is critical. Physical ability and willingness to use respirator equipment. Willingness and ability to improve knowledge and efficiency by completing related courses as required.

WORK ENVIRONMENT
*Extreme weather conditions (hot and cold).
*Height over 200 feet.
*High Wind Conditions.
*Work Around Fast Moving Equipment.
*Working Around Fast Moving traffic.
*Loud Noise.

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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

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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