STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Equipment Operator II	District 12 / Maintenance / Field Maintenance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Equipment Operator II	912-681-6286-050	11/24/2025

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 II operates, maintains, and repairs various maintenance equipment and performs general laboring tasks associated with the maintenance of the State Highway System. The incumbent may be required to work overtime and work irregular shifts/alternate work schedules including nights, holidays, and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers. This position is represented under collective bargaining. This classification requires a valid and unrestricted class A driver's license with tanker (N) endorsement and a current medical certificate. Hazardous materials endorsement (X) is desirable, but not required.

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. (Prosperity - Innovation, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Collaboration, Innovation)
- **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 - Collaboration, 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. (Prosperity - Collaboration, Innovation, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Climate Action, Employee Excellence - Collaboration, Equity)
- **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. (Employee Excellence - Collaboration)
- **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. (Employee Excellence - Collaboration, Pride)
- **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. (Employee Excellence - Collaboration, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Equity, Climate Action - Collaboration, Integrity)

TYPICAL DUTIES:

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

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40%	E	Operates a variety of vehicles requiring a class A commercial driver's license with tank endorsement for the purpose of maintaining and repairing the State Highway System. Maintains equipment by following prescribed methods of equipment maintenance/operation as instructed by the Maintenance Equipment Training Academy (META) and the supervisor. Utilizes pre-operation and post-operation checklists for inspecting vehicles/equipment; responsible for detecting signs of faulty equipment and reporting any signs of problems to the supervisor. Operates specified equipment used in highway maintenance, structures maintenance, emergency service, landscape, or construction. Services and makes minor repairs on equipment as instructed by META. Operates vehicles with automatic and manual transmissions.
35%	E	May perform any of the duties outlined under Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker, Caltrans Landscape Maintenance Worker classifications, and/or other related work. Operates manual/power hand tools and performs manual labor tasks related to the maintenance and repair of highways, fences, guardrails and bridges, right-of-way, roadside rest areas, etc. Operates two-way radios and provides training on equipment.
20%	E	Removes debris from highway and right-of way such as: litter, animal carcasses, illegal encampment debris, and graffiti. Assists in cleaning highway spills. Operates pilot-car and performs traffic control duties such as set-up and execution of lane closures, flagging operations, and other traffic control tasks. Responds to emergency situations and calls.
5%	M	Prepares reports and other paperwork; attends training and safety meetings.

[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

None. On occasion, may give functional guidance to a crew consisting of Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker, and Caltrans Landscape Maintenance Worker.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Operation and care of automotive equipment including light trucks and minor construction equipment, repair and maintenance of equipment, basic safe work practices to protect the safety and the health of the employee and 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; familiarization with various highway structure, emergency service, or landscape maintenance and construction equipment including operation, servicing, minor adjustment and emergency repairs to such equipment, and 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.

Abilities and Analytical: Must be able to use, operate, and care for various manual and power tools. Communicate and follow both oral and written directions at a level for successful job performance, perform manual labor, assist in work related to the maintenance of highway, structure, and landscaped areas. Ability to keep records. The incumbent must have the ability to modify and change work methods to solve various problems encountered in daily operations and emergency situations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Judgment is exercised in making decisions relative to the safe operation of vehicles and equipment. Poor decisions could result in the failure to properly service, maintain, and/or operate equipment and cause excessive repair costs, loss of equipment, and negatively impact work production. Negligence could also cause physical harm to the incumbent, crew members, and/or the traveling public.

PUBLIC AND INTERNAL CONTACTS

Will have occasional contact with the traveling public, contact with State Highway Patrol and other law enforcement agencies, and internal contact with crew members and supervisors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The incumbent will be required to do heavy manual labor including moving/placing heavy objects by lifting, pulling, pushing, and carrying, as well as power grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground, working in confined spaces, and standing or sitting for prolonged periods. May be required to sit in/on and drive or operate maintenance and landscape vehicles. The incumbent will be required to wear earplugs for loud noises; wear respirators and appropriate safety gear at all times. The incumbent will be required to clean up in the event of vehicle accidents, hazardous spills or clean general trash and debris. The incumbent must be able to hear and see, with or without corrective

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assistance at a satisfactory level to ensure the safety of the employee and others. This position is a drug sensitive class. The incumbent will be required to pass a pre-employment drug test and is subject to reasonable suspicion testing during appointment. Incumbent will be required to take random drug tests throughout appointment.

Mental and Emotional: 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. Required to reason logically, draw valid conclusions, make appropriate recommendations, and adopt 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. This position must adhere to the customer service standards set by the unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

The incumbent will be based at a Maintenance Station in a climate-controlled environment under artificial lights, but most of the duties and time will be spent outdoors operating equipment and/or performing manual labor. Weather conditions vary from cold, windy, and wet winter climate to a very hot and dry summer climate. May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep, uneven and/or unstable terrain, fast moving traffic, and/or extreme temperatures. May be required to sit or stand for long periods of time. May be exposed/put in stressful situations. Will be required to wear long pants and appropriate footwear in good condition, and must wear provided Personal Protective Safety Equipment including, but not limited to: shirt and/or vest, hard hat, safety glasses, gloves, face shield, respirator, ear plugs, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively throughout the assigned area and may be required to travel and work in other areas in the District.

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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