STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Equipment Operator II	DISTRICT 01/MAINTENANCE/FIELD OPERATIONS	
WORKING TITLE	POSITION NUMBER	REVISION DATE
CALTRANS EQUIPMENT OPERATOR II	901-689-6286-025	10/28/2026

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 (CMS), incumbent operates equipment identified as Category 1 and Category 2 used by the assigned unit. Works individually or with a crew performing tasks related to highway maintenance work.

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 First - Engagement)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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 First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Innovation)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **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. (Cultivate Excellence - Engagement, Innovation, Integrity)
- **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. (Cultivate Excellence - Engagement, 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	Operate Category 1 and Category 2 equipment used by the assigned unit.

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40%	E	When not operating equipment, accomplish tasks normally performed by the assigned unit including but not limited to paving, shoulder grading, mowing, ditch cleaning, dig outs, pavement patching, repair or replacement of guide markers, signs, fence and guardrail, clean culverts, traffic control, litter removal, maintenance of road side rest areas and any other duty that would be done by an Operator 1, Highway Maintenance Worker or Landscape Maintenance Worker.
10%	E	Equipment Care/Record Keeping: cleans, makes minor repairs and services equipment. Keeps records of time reporting, equipment pre-op/post-op, material use and other pertinent records.
5%	M	Employee may travel out of town on per diem for training, meetings and other job related duties.

[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
This position does not Supervise but may be called on to cover for the Supervisor or Leadworker during temporary absences.

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 Codes as it pertains to the loading and operation of motor vehicles and rules and regulations pertaining to highway maintenance practices. Possession of a valid Class A California Driver's License with a tank endorsement.
Ability to work safely around high density traffic.
Ability to work effectively alone or with others.
Must be able to analyze various work situations accurately and make sound decisions. Required to possess a valid Class A driver's license with Tank endorsement. A Hazardous Materials endorsement is desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Poor decisions could result in tort liability for the State and/or loss or damage to State property, could also place this individual, fellow employees and/or the public in an unsafe situation. Poor decisions could reduce efficiency or increase the cost of maintenance operations.

PUBLIC AND INTERNAL CONTACTS
Required to maintain good relations with members of the public and employees from the same and other Departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the coarse of assignment. Contact may be with hostile public and employee is expected to maintain a favorable public image for the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Much of this position is labor intensive. Employee must have physical ability to do strenuous hand and mechanical labor. Importance of hearing and site are essential on the job. Employee must hear directions and equipment and must see in order to perform his/her duties safely. Hearing should be adequate 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. Corrected hearing is acceptable. Sight needs to be to standards of the State of California Department of Motor Vehicles standard for safe vehicle driving. Night vision must be good for safety when working after dark.
Must have the ability to safely react to changing situations for his/her own safety and the safety of others.
Employee must be able to react to emergency situations in a reasonable manor. Assist with accidents and incidents in a manor that does not promote stress at the scene. Must be able to relay information that is clear and concise.

WORK ENVIRONMENT
Required to work in a wide range of sometimes extreme weather conditions, including heat up to 120 degrees and cold to 20 degrees. Could be exposed to strong winds, rain, sleet and snow while performing duties. Will be required to work overtime due to storms, emergencies, special work projects or when Supervision deems that it is in the best interest of the State.
Personal safety requirements include:
A. Work boots in good study condition must be worn to provide foot and ankle support protection.
B. Either long or short sleeve shirts provided by Caltrans or a safety vest worn over no-safety shirts or coats.
C. Long pants. No cutoffs or shorts.
D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirators, chaps or other safety must be worn when required by the Department. Must have the ability to safely react to changing situations for his/her own safety and the safety of others.
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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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