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 11 / MAINTENANCE / EAST REGION	
WORKING TITLE	POSITION NUMBER	REVISION DATE
CEO II (PI)	911-610-6286-918	

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the supervision of a Caltrans Maintenance Supervisor (CMS) or the guidance of a Leadworker, the Caltrans Equipment Operator II (CEO II) operates equipment and tools, and performs duties such as, paving, pot-holing, and crack-sealing; drain and ditch cleaning, sign and delineation installation, maintenance and repair; brush and tree trimming; fence and guardrail repair and other related duties. Incumbent operates vehicles requiring a valid and unrestricted Class A commercial driver's license with a tank (N) vehicle endorsement; operates and services specified equipment used in highway maintenance, structures maintenance, emergency service, landscape, or construction. When not operating the specified equipment, may perform any of the duties outlined under Caltrans Highway Maintenance Worker, Caltrans Landscape Maintenance Worker, or Caltrans Equipment Operator I; and performs other related work. May be loaned to another crew and required to work overtime, rotating or irregular shifts including nights, weekends, and holidays, and is expected to respond to emergency calls. The position may require out-of-town travel, usually in week-long increments. This position is represented under collective bargaining.

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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Participates as crew member in performance of highway maintenance activities in accordance to the Department's policies and procedures to ensure employee and job-site safety. Recognizes roadway deficiencies and takes appropriate corrective action to ensure public safety. Duties include but not limited to: operation and maintenance of light vehicles and equipment used by the assigned unit and commercial (or heavy duty) vehicles that require a valid, unrestricted Class A commercial driver's license to perform a variety of complex tasks associated with highway maintenance duties in the field. Works on traffic control; sets and picks up lane closure, traffic cones, flares, and advance work signs properly and safely; acts as a flag person; operates the pilot car, backup truck, and lane closure truck; operates a two-way radio. May perform possible inclement weather response which includes, rain, snow and blowing sand.
30%	E	When not operating the specified equipment, may perform routine maintenance activities as outlined for a Caltrans Highway Maintenance Worker, a Caltrans Landscape Maintenance Worker, or a Caltrans Equipment Operator I which include operating and servicing equipment requiring a valid, unrestricted Class B driver's license. Performs manual labor and operates power and hand tools while working in the assigned duties as well as other related tasks such as traffic control. Makes minor repairs, adjustments, emergency repairs; performs lube service; cleans equipment to ensure safe operation; and maintains all pertinent records including pre and post-operative equipment checks to ensure adequate recordkeeping.
15%	E	Performs maintenance activities in an assigned area; removes litter, homeless camp abatement; checks and clears drains; responds to obstacles or debris in the traveled way. During major storms, clears drains outside the landscaped area and performs minor facilities maintenance.
10%	M	In the absence of the supervisor and/or lead worker, when assigned may act as a crew leader to keep performance and attendance records, etc. May be loaned to other crews for operational need performing miscellaneous laboring duties: such as traffic control, guard rail repair, fence repair, litter abatement, storm patrol, oversight of Public Service Workers and other duties as necessary.

[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 assist in providing guidance to the work and safety of various crews, including Caltrans personnel and Public Service Workers doing fire strips, litter removal, weed removal or homeless abatement. A supervisor is always nearby or available by radio or cell phone.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Caltrans safety regulations
- Materials, methods, equipment and tools used in construction and maintenance of highways and structures
- Operation of a maintenance area and the maintenance of equipment and tools used
- Minor construction, repair and maintenance work
- Provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles
- Rules and regulations pertaining to highway and structures maintenance practices, including traffic control, reporting procedures for planned and emergency closures, accident and fire prevention techniques
- Basic occupational safety and health regulations; departmental safety and health policies and procedures; a basic knowledge of safe work practices.
- Basic safe work practices to protect safety and health of self and others

Ability to:

- Communicate and follow directions at a level required for successful job performance
- Skillfully operate heavy equipment in the performance of assigned duties; make minor adjustments and emergency repairs
- Do heavy manual labor to assist in work related to highway maintenance
- Keep records of equipment usage and servicing
- Work cooperatively with others

Analytical ability is required to determine equipment and material needs and schedule the work of others. When in charge at the scene, the incumbent must be alert to changes in conditions and take appropriate action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and poor decision making can affect the safety of self, coworkers, public service workers and the traveling public resulting in possible injury or loss of life. May expose the state to tort liability and damage the highway infrastructure, tools and equipment.

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PUBLIC AND INTERNAL CONTACTS

Incumbent has routine contact with crew members and supervisors, Region Office staff, San Diego County Probation, Public Service Workers (PSW's) and/or Dispatch personnel, and occasional contact with the traveling public. Incumbent also has contact with State Highway Patrol or other law enforcement agencies. 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

Almost all work is done in close proximity to traffic and equipment. Incumbent must hear at a level sufficient to hear warning shouts and backup bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings, and sufficient night vision to respond to call outs after-hours. The position may require prolonged sitting required to operate equipment as well as sufficient manual dexterity to operate controls and tie-down equipment to be hauled. Working with the crew and responding to call outs requires prolonged standing; bending, stooping, kneeling; loading/unloading materials (to 50 pounds).

WORK ENVIRONMENT

Most work is done outdoors, where incumbent shall be exposed to dust, wind, exhaust fumes, noise, uneven surfaces, extremes of heat and cold, inclement weather and moving traffic. Incumbent may also be exposed to loud noises, irritating plants, insects and animals.

Personal safety requirements include but are not limited to:

- Appropriate footwear such as serviceable leather shoes or boots, specifically fabricated for use in highway maintenance and/or construction environments, in good and sturdy condition must be worn.
- Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- Long pants. No shorts or cutoffs.
- Provided safety gear such as hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, 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 owned or leased vehicle.

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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