STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Equipment Operator II	D2 / Maintenance & Operations / Field Maintenance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Equipment Operator II - Adin	902-668-6286	07/01/2026

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 Maintenance Supervisor, the Equipment Operator II operates equipment identified as Category 1 and Category 2 used by assigned unit, and works individually or with a crew performing tasks related to maintenance work on the state right of way, which includes highways, bridges, landscapes, and facilities. May work with other crews. Required to work overtime, nights and weekends due to storms, emergencies, or special work projects, as determined by the Supervisor or Department. Must possess an unrestricted, valid Class A driver's license w/Tank endorsement. 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.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Climate Action, Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Innovation, Integrity, 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, Employee Excellence - Integrity, People First, 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 - Innovation, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Collaboration, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **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. (Safety, Employee Excellence - Innovation, Integrity, People First, Pride)
- **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, Employee Excellence - Innovation, Integrity, Stewardship)
- **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, Employee Excellence - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Operates Category 1 and Category 2 automatic or manual-transmission equipment used by the assigned unit, such as end-dump trucks from 2 to 10 cu. yards, equipped with snow plows or sanders; front-end loaders; motor graders; snow blowers; equipment trailers; rear & side flail mowers; skid steers; slope mowers; and other related vehicles while performing stated duties. The equipment may be equipped with manual transmission. A Class A / commercial driver's license with Tank endorsement and that is not restricted to automatic transmission is required. Required to work overtime, nights and weekends due to storms, emergencies, or special work projects, as determined by the Supervisor or Department.

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40%	E	Accomplishes tasks normally performed by the assigned unit, such as paving, shoulder grading, mowing, ditch cleaning, dig outs, pavement patching, repair or replacement of guide markers, signs, fence, guardrail, clean culverts, traffic control, litter pick up, maintenance of roadside rest areas and state buildings / facilities, and any other duties that would normally be assigned to a Highway Maintenance Worker or Landscape Maintenance Worker. Secures loads properly on equipment trailers; loads and unloads equipment and materials from equipment trailers; removes items from the roadway such as litter, animal carcasses, and spills. Required to work overtime, nights and weekends due to storms, emergencies, or special work projects, as determined by the Supervisor or Department.
10%	E	Attends and participates in required training and safety meetings that may require travel; may also provide training to other crew members.
5%	M	Keeps records and creates reports, such as crew report forms, pre- and post-operative equipment checks, fuel purchases/usage, and material usage reports.
5%	M	Cares for equipment by performing routine service and minor repairs and adjustments, performs emergency repairs, cleans equipment and documents all pertinent records.

[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. May at any time be placed in charge of a work crew as acting Leadworker.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in highway maintenance, landscape and construction; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; Code of Safe Practices; Wildfire Mitigation; Caltrans Safety Manual; and rules and regulations pertaining to highway, landscape, and facility maintenance and construction practices.

Possession of a valid Class A Commercial Driver's License with Tank endorsement, at a minimum, is required. The Class A license must not be restricted to only operate automatic transmission, but must include manual transmission.

Must have the ability to work safely around high-density traffic; the knowledge of basic safe work practices to protect the safety and health of self, others, and the traveling public is required. Must have the ability to keep records of equipment use and servicing.

Must have the ability to work effectively alone or with others and follow directions at a level required for successful job performance. Must have the ability to learn and comply with all safety training and standards, policies, practices, directions and expectations. Must be able to analyze various work situations accurately and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to state equipment and facilities.

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 course 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

Employee must be able to follow supervisor's instructions; refrain from insubordination; get along with supervisors, peers and subordinates; avoid violent behavior; understand and follow Caltrans policies; and avoid disruptive or harassing behavior. Must be able to maintain a calm composure when encountering confrontational/difficult persons or emotionally charged situations and respond appropriately.

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Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist(s) and perform strenuous hand and mechanical labor. The duties may also require prolonged stooping, bending, lifting, sitting, climbing or standing.

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 60% of the time on a year-round basis. The remainder of the activity is labor.

Standing, Sitting and Walking are 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:

A. Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools - 40% each; Sitting and driving - 50%
B. Snowy day: Sitting and operating large trucks, loaders, motor graders and snow blowers - 90%; walking and standing and checking out equipment - 10%
C. Crack sealing: Standing and walking - 95% of the day
D. Chip sealing: Standing, operating truck, loader, spreader - 80% to 90% of day
E. Paving: Operating trucks, motor graders, loaders, pavers - 45% of day. Standing and walking, raking and shoveling - 45% of day.
F. Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle - 95% of day
G. Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting - 95% of the day

Lifting (Floor to bench to Floor) - Items listed may be any of the following but not limited to: Drop inlet lids which may weigh up to 100lbs, vactor related attachments and tools which may weigh up to 80lbs, tire chains for vehicles, which may weigh as much as 75 lbs. per chain. In the winter months these could be handled on an everyday basis; a post driver which weighs approximately 60 lbs.; assist with the loading and unloading of a tire in a rim which can weigh over 75 lbs.
Another example of lifting is shoveling asphalt. Each shovel full lifted weighs approximately 15 lbs., and 1,000 to 1,500 lbs. of sand or asphalt per day, would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist. Installing marker post, at least two feet into the ground, requires lifting up and pulling down the 60 lb. driver 10 to 150 strokes per post, worker could install up to 40 markers per day.

Another type of lifting is light pickup - loading garbage bags with litter, which requires continuous bending and lifting.

Carrying - Bagged/boxed material, which may weigh 50 to 100 lbs., must be carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc., and may be carried on uneven terrain.

Overhead reaching - Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per day, pruning, holding up signs off a ladder, servicing equipment on the lube hoist, signaling other workers, and throwing/loading material in equipment.

Other Reaching - Setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs, picking up cones; often done on a continuous basis, over 60% of the work shift.

Pushing/Pulling - Shoveling, opening garage doors, hooking up trailers; installing plows, sanders, kettles, pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing tires and chains; pulling down on post drivers. Pulling brush and limbs, animal carcasses, and pulling chains.

Twisting - The Operator twists while driving equipment and does so on a continuous basis, especially while backing up or turning around. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones which weigh 10 lbs.

Climbing/Balancing - Climbing is done in and out of equipment, up and down banks and slopes, using ladders, stairways, (often with a load of material or supplies); onto steps and walkways to do engine checks on equipment. One example would be to climb on a heavy equipment trailer to secure the load with chain binders.

Bending/Crouching/Squatting/Crawling - The Operator often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The Operator also crawls around and underneath equipment while checking and servicing equipment, and/or putting on or removing snow chains and tightening or replacing grader blades.

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Simple Grasping - This activity is necessary about 95% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials.

Fine Manipulation - This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment. A higher percentage of the time would be saw or similar equipment.

Required to work overtime, nights and weekends due to storms, emergencies, or special work projects, as determined by the Supervisor or Department.

Importance of hearing and seeing - both are essential on the job because the operator must hear directions, equipment, and errant motorists, and must see in order to perform his/her duty safely.

Hearing should be adequate to hear warning devices used for worker safety, as in look out alarm devices, including vehicle horns used to warn employees of imminent danger at the work site. Corrected hearing is acceptable. Hearing protection must be worn at all times around the vactor and other loud machines and equipment. There may be hearing testing on an annual basis.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be at least adequate for safety when working after dark.

WORK ENVIRONMENT
Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and snow. During the winter months the workweek is normally 5/8-hour days. During the summer months the workweeks may be changed to 4/10-hour days. The scheduling of the 5/8 days or the 4/10 days is at the discretion of the District Management and pursuant to operational needs. Required to work overtime, nights and weekends due to storms, emergencies, or special work projects, as determined by the Supervisor or Department.

Personal safety requirements include:
A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
C. Long pants. No shorts or cutoffs.
D. Provided safety gear; hard hat, safety glasses; hearing protection devices, face shields, gloves, respirator, chaps, and/or other safety gear must be worn when required by the Department.

Some crews are designated travel crews and work out of town on a per diem basis up to 80% of the year.

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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