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 10 - Maintenance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Equipment Operator II	910-650-6286-111	12/30/2024

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, the Caltrans Equipment Operator II (CEO II) will operate and service vehicles requiring a Class A commercial driver's license with tank (N) endorsement, and performs work related to highway maintenance, structures maintenance, construction, and Landscape Maintenance. When not operating the specified equipment, the Equipment Operator II may perform any of the duties outlined under Caltrans Equipment Operator I, Caltrans Highway or Landscape Maintenance Worker, and perform other related highway maintenance work. The CEO II maintains knowledge of all current mandated and applicable safety training and standards, policies, practices, directives, and expectations, and complies with all departmental training and safe work practice requirements. The CEO II may be assigned to other operations units and/or geographical areas as operations needs dictate. Overnight travel out of town up to 80 percent of the time may be required to meet operational needs.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Climate Action, Prosperity - Collaboration, Innovation, 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, Pride, 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, 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, Employee Excellence - Innovation, Integrity, Stewardship)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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 - Collaboration, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Prosperity, Employee Excellence - Innovation, Integrity, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Employee Excellence - Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	The incumbent will operate and service highway maintenance equipment identified as Levels of Equipment for Caltrans Equipment Operator I and II. The incumbent will operate appropriate equipment to conduct asphalt and concrete repair and preventative maintenance operations related to SB-1. Will carry out the installation and repair of signs, fence and guardrail and may perform striping, pavement marking, culvert, and bridge-related work. The incumbent may be required to perform snow and ice control tasks including truck, grader, or rotary plowing, repair and removal, chain control operations, apply deicing materials, and the construction and repair of traction control devices. May be required to operate a mobile sweeper as the designated operator for all cost centers within the Superintendents' area. The incumbent maintains knowledge of all current mandated and applicable safety training and standards, policies, practices, directives, and expectations, and complies with all departmental training and safe work practice requirements.
25%	E	The incumbent will carry out traffic control duties such as setting up and execution of lane closures on two-lane and multi-lane highways, flagging operations, moving closures, chain control and other SB-I related traffic control tasks. The incumbent will be required to properly set up signs, cones, barricades, message boards, and operate 2-way radios. Must attend all required safety meetings and job-related training programs.
25%	E	The incumbent may use products that could be hazardous or dangerous if not handled properly. The incumbent will perform maintenance work associated with highway structures, storm drainage, vegetation control, tree and brush maintenance, and the installation of storm water protection measures. The incumbent will be required to operate manual and power hand tools, perform heavy manual labor, and will perform SB-1 related work including litter, graffiti, and dead animal removal and disposal.
10%	M	May be required to provide training on equipment to other employees

[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
Normally this position does not supervise; however, may be placed in charge or called upon to act as lead person for a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge pertaining to the operation of automotive equipment including highway or landscape maintenance and construction equipment along with the servicing, and minor repair of such equipment. Must be familiar with the provisions of the California Vehicle Code that apply to the operation of vehicles. The incumbent must have some knowledge of minor construction, maintenance, and repair work. Skill in operating a variety of complex or heavy maintenance equipment, and making minor adjustments and emergency repairs to such equipment.

Must have the ability to read, write, and follow oral and written directions in English at a level required for successful job performance.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Poor decisions could result in the failure to properly operate, service, or maintain equipment and cause excessive repair costs, loss of equipment, and negatively impact work production. Negligence could also cause physical harm to the general public, operator and/or crew members. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS
May be asked to work with representatives from both public and private Local Agencies as well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Will be required to bend, stoop, climb, kneel, reach, push, pull, stand, sit and operate equipment for long periods of time. May be required to assist in the clean up of various types of accidents involving personal injury to others and/or hazardous spills. Must have the ability to lift and move heavy objects. Must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses. Equipment Operator II must be able to work alone and with others.

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WORK ENVIRONMENT

May be exposed to and work in loud noise, dust, chemicals, extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. Will be required to wear all personal protective equipment and follow all policies, and procedures. Will be required to work rotating or irregular shifts, including weekends, nights, holidays, overtime, and be able to respond to after-hour emergencies.

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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