STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Equipment Operator II	08-613 VICTORVILLE FUNCTIONAL (EFIS # 4281)	
WORKING TITLE	POSITION NUMBER	REVISION DATE
CALTRANS EQUIPMENT OPERATOR II	908-610-6286-XXX	

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, Leadworker or other qualified crew member, the Caltrans Equipment Operator II operates a variety of maintenance, construction and landscape equipment requiring a valid, Class "A" Commercial Driver's License with Tank Vehicle (N) Endorsement, and current medical certificate, while performing duties associated with maintaining the State highway system and all its facilities. Under certain conditions, you may be required to work an alternate work shift that includes weekends. May be required to work overtime including nights, weekends, and holidays, may be required to work temporary and/or intermittent varied work shifts, and may respond to emergency calls. This crew travels extensively up to 50% of the time throughout the district. May be loaned to other cost centers. This position may be subject to seasonal shift change. This position is represented under collective bargaining. Duties include but are not limited to:

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, 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)
- **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. (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)
- **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, 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	Operates guardrail truck, cargo trucks and various other specialized equipment including trailers and other related vehicles while performing assigned duties. Performs duties associated with installing, replacing, repairing and maintaining the District's guardrail system, such as reading simple traffic plans, digging post holes, mixing and pouring cement, setting posts, attaching guardrail pieces, sign repair and installation and other related duties.
45%	E	Performs pre and post operation checks; minor and emergency repairs and adjustments to equipment; services and cleans equipment. When not operating equipment will perform duties normally assigned to a Caltrans Highway or Landscape Maintenance Worker. Performs manual labor and use power and hand tools while working in the assigned duties as well as other related tasks such as traffic control which will include setting and picking up lane closures using advance warning signs, traffic cones and flares. May be required to hand-flag traffic and operate pilot vehicle, back up truck and cone truck.
10%	M	Keeps records such as pre and post operation reports on equipment operated; repair requests, crew/time reporting forms, and material and fuel usage forms. Responsible to clean equipment and work areas at the conclusion of work shift.

[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

May be placed in temporary charge of fellow crew members and maybe assigned to oversee the work of special program workers, including California Conservation Corps members, and court-appointed law violators while performing various tasks within the state right-of-way.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of the operation and care of equipment used in the assigned duties and provisions of the California Vehicle Code as they apply to their operation; regulations, procedures and safety practices relating to highway maintenance work. Requires knowledge of safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program, safety rules and regulations related to assigned duties as stated in Chapter 8 of the Maintenance Manual Vol. 1, and knowledge of basic safe work practices. Must know and follow policies and procedures for operating two-way radios, and have knowledge of fire suppression techniques and emergency first aid. Required to have and maintain a valid, Class "A" Commercial Driver's License with Tank Vehicle (N) Endorsement, and a current medical certificate. Must have the ability to communicate and follow directions, both oral and written, at a level required for successful job performance; develop and maintain good working relationships with others; deal tactfully with the public; keep legible and accurate records; and must also be able to do heavy manual labor. Must be able to effectively analyze various work situations and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must exercise judgment in making decisions relative to the safe operation of vehicles and equipment. Poor decisions or actions could jeopardize the safety of the employee, co-workers, the traveling public, and could damage state and private property. Such acts could result in monetary loss and embarrassment to the Department.

PUBLIC AND INTERNAL CONTACTS

Has continuous contact with fellow employees, will have frequent contact with the traveling public, especially during traffic control operations, and may have occasional contact with representatives of other departments or agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sitting in/on and driving/operating maintenance and construction vehicles will be required. Will be required to do heavy manual labor including; moving/placing of heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, twisting, reaching, climbing, walking on uneven ground and prolonged standing. Must be able to cope with and respond to emergency situations such as those connected with traffic and weather conditions and other natural disasters, and will be required to deal tactfully and courteously with the public under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, and alert and aware at all times. Must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others.

WORK ENVIRONMENT

Most of the incumbent's time will be spent in the field, operating equipment or working on foot. Weather conditions vary from a cold, windy, and wet winter climate to a very hot and predominately dry summer climate. Temperature extremes can range from below freezing in the winter to well over 100 degrees on a consistent basis in the summer. Occasional heavy thunderstorms can be expected in the summer months and heavy rain is to be expected in the winter. Will be required to operate equipment and work outside in extreme temperatures and inclement weather, and may be required to sit or stand for long periods. May work on uneven surfaces and may be exposed to noise, dust, hot materials and chemicals. Will be required to wear long pants and

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appropriate footwear, as defined in section 4.3 of the current MOU, and must wear provided personal protective safety equipment such as shirts or vests, hard hats, safety glasses and gloves, as well as other safety devices deemed necessary. Will be required to travel extensively through the assigned area and may be required to travel to 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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