

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION D9/Maintenance/Special Crews
WORKING TITLE Caltrans Equipment Operator II	POSITION NUMBER 909-620-6286-
	EFFECTIVE DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Incumbent will be assigned to the District 9 Striper/ Stencil /Sign Crew. At any time during the year the incumbent may be assigned work at any location in the District on overnight travel status to assist other crews in performing work projects. Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent operates various equipment identified and used by assigned unit, and works individually or with a crew performing tasks related to highway maintenance and striping work. Travel district wide up to 90% of the year.

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 - Integrity)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Engagement, Integrity)
- **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 First - Engagement)
- **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 First, Advance Equity and Livability in all Communities - Engagement)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First - Engagement)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Integrity)
- **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 First - Engagement)
- **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 First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Safety First - Engagement, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Sign/Stripe/Stencil Crew, work assignments will generally be within the counties of District 9 and will require significant overnight travel. Under direction from a Caltrans Maintenance Supervisor or a Caltrans Maintenance Leadworker, operates highway paint strippers, striper tenders, attenuator trucks, stencil trucks, aerial lifts, digger derrick, fork lifts, line grinders, and other miscellaneous equipment. Must be able to lift 50 pounds and accomplish miscellaneous labor work in connection with stripe/stencil/sign operations.

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POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

25%	E	Snow Removal during the winter months may be required to perform snow removal on a as needed basis. Will operate snow removal equipment including 4 to 12 cubic yard trucks with plows and/or sanders, 1 to 3 cubic yard loaders, motor graders, tow trucks, and rotary snowplows. Included would be staffing chain control , traffic meters, truck screens, and road closures; directing traffic and proper placement of detour and warning signs. Will build and repair tire chains.
10%	E	Highway Maintenance at any time during the year, the incumbent may be assigned work at locations within their region on overnight travel status. Will operate highway maintenance equipment including but not limited to 4 to 12 cubic yard dump trucks, water trucks, 1 to 3 cubic yard loaders, backhoes, motor graders, sweepers, and mowers. When not operating equipment, incumbent accomplishes tasks such as patching; ditch and culvert cleaning and repair; repair or replacement of signs, guide markers, and snow poles; fence repair; litter pickup; flagging traffic; installing lane closures; and any other duties that would normally be assigned to a Highway or Landscape Maintenance Worker.
10%	E	Miscellaneous- incumbent is responsible for servicing, minor adjustments, emergency repairs, and cleaning of equipment. Will perform inspections and keep all required equipment records. Cleans maintenance facilities, removes litter and dead animals, installs lane closures and other traffic controls, flags traffic, removes or trims brush and trees, loads and unloads material from trucks, removes weeds both manually and mechanically, and does other work as required.
5%	M	Any other duties that would normally be assigned to a CalTrans Equipment Operator I, Highway Maintenance Worker or Landscape Maintenance Worker.

¹ESSENTIAL 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

The Caltrans Equipment Operator II does not directly supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of proper Striper / Sign / stencil installation and Repair work . Must have knowledge of materials, methods, equipment, and tools used in this work. Also knowledge of maintenance and construction; provisions of the California Vehicle Code 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 Commercial Driver License with a minimum of 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.

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

Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

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 45% of the time on a year-around 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

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POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

- A. Rainy day where worker is repairing signs checking inventory condition. Standing and walking using hand tools 40% each: Sitting and driving 50%.
- B. Snowy day: Sitting and operating large trucks, fork lift, loaders, motor graders and snow blowers 90%; walking and standing, 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
- Moving (Floor to bench to Floor) – Items listed may be any of the following but not limited to: tire chains for vehicles which may weigh as much as 75 lbs. per chain. In the winter months these could be handled on an every day 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.
- Moving – Bagged/boxed material, which may weigh 50 to 100 lbs. must be moved 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 twist while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a pilot car. 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 used in fine manipulation of a chain slopes, 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, putting on or removing snow chains and tightening or replacing grader blades.
- 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.
- Importance of hearing and sight – both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her duty 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 corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

WORK ENVIRONMENT

Incumbent will be required to work in a wide range of sometimes-extreme conditions, such as heat, cold, strong winds, rain, sleet, and snow. This includes heat up to 120 degrees and cold temperatures to -15 degrees. Incumbent may be scheduled to work night shifts during inclement weather conditions, this includes but is not limited to November, December, January, February,

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March, and April; or as scheduled by the Maintenance Supervisor. May be required to work overtime, which may include weekends and holidays due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

The incumbent will be on the 4/10 work schedule. Please note that the schedule may change at the discretion of the District Management and/or Supervisor.

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, or other safety gear must be worn when required by the Department.

This crew is designated as a travel crew and works out of town on a per diem basis up to 90% of the year.

Required to work in a wide range of sometimes extreme conditions, such as heat, cold, strong winds, rain, sleet, and snow.

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.)

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