

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION 04/Maintenance/Specialty Region
WORKING TITLE Caltrans Equipment Operator II - Electrical	POSITION NUMBER 904-760-6286-xxx
	REVISION DATE 09/05/2024

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 Electrical Supervisor or designee, and with the lead guidance from a Caltrans Electrician II, the Caltrans Equipment Operator II is responsible to assist in the general maintenance of state owned electrical facilities. The incumbent will be required to service, maintain and operate category 1, 2, and 3 equipment requiring a class (A) commercial driver's license with tank vehicle endorsement.

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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Pride)
- **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. (Strengthen Stewardship and Drive Efficiency - 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 First - Integrity)
- **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. (Cultivate Excellence - Engagement)
- **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. (Cultivate Excellence - Innovation)
- **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)
- **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. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence - Pride)

TYPICAL DUTIES:

Percentage	Job Description
45% E	Assists Caltrans Electrician I and II in repairing 332 and 334 cabinets, service cabinets, pull boxes, conduits, and pull wires. Other tasks may include heavy manual labor, cleaning graffiti on electrical assets, pruning around 332 and 334 cabinets, clean drains/culverts, traffic control, litter pickup, install and maintain one-way traffic control and lane closures.
35% E	Performs manual tasks associated with maintenance of State-owned electrical facilities, maintenance yards and other State work sites. Maintain and operate Category 1, 2, and 3 trucks and equipment used in the general maintenance of the State Highway electrical assets.

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10%	E	Installation and maintenance of work closures.
10%	M	Perform facility custodial and maintenance duties at the maintenance station.

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

This position does not supervise, but may function in a lead worker capacity when assigned by the supervisor and when working with less experienced personnel.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of safety practices and traffic regulations, operations, and care of equipment; including light trucks and minor maintenance equipment. Must know: the principles of traffic control for moving operations, lane closures, and provide shadow protection when required. One must have the ability to learn and operate any new piece of equipment or function with that job in a reasonable amount of time with proper training. Knowledge of safety practices and traffic regulations, operations, and care of equipment; including light trucks and minor maintenance equipment. Must know: the principles of traffic control for moving operations, lane closures, and provide shadow protection when required. One must have the ability to learn and operate any new piece of equipment or function with that job in a reasonable amount of time with proper training. Incumbent will routinely contact or interact with other Caltrans personnel, contractors, or engineering consultants. These contacts may take the form of verbal or written communications relating to the assignment. An Operator II must be capable of recognizing an emergency and determine proper action in cases of vehicular accidents.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

At all times, the equipment operator must be aware of pertinent safety rules to protect him/herself and fellow crew members and to safeguard the equipment itself. Errors in decisions or judgments could result in problems ranging from the level of nuisance to equipment loss, curtailed production, excessive repair costs, bodily injuries, and even death. Litigation can result in actions to an employee in this position.

PUBLIC AND INTERNAL CONTACTS

Many of the tasks required of this position are either highly visible to the public or bring the incumbent in direct contact with the public. The way an Operator II deals with the public reflects on all State employees. Workers must be capable of maintaining good internal relationships with fellow employees, supervisors, and can answer simple questions generated by the public. Generally, NO ASSIGNED public contact is given to the working operator.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent must be physically capable of utilizing writing instruments, hand tools, manual digging tools and electric tools. Incumbent may be required to bend, stoop, twist, power grasp, use fine manipulation, stand, sit, squat, lift and pull during performance of their duties. Incumbent must have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding, and working on catwalks on overhead signs. Incumbent should have visual and color acuity adequate for performing the essential functions of the job.

Mental: Incumbent must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide a product that is safe and usable.

Emotional: Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers, and the public during the performance of their duties.

WORK ENVIRONMENT

The incumbent can be expected to work outdoors most of the time in all types of weather. The incumbent is subject to sunburn, poison oak, snake and insect bites, loud noise, dust, and chemicals. In addition, the job is in proximity of vehicular traffic. The position requires may travel to remote areas within the region. May work irregular shifts, nights, or weekends as required.

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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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