

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION D7 / MTCE / SPECIAL CREWS / TRAFFIC GUIDANCE	
WORKING TITLE CT Equipment Operator II	POSITION NUMBER 907-740-6286-XXX	REVISION 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:**

Working under the supervision of a Caltrans' Maintenance Supervisor, the incumbent operates equipment requiring an unrestricted Class A Commercial Driver's License with Tank (N) endorsement. Will work individually, or with a crew, performing tasks related to sign maintenance, stencil, striping & raised pavement marker work. May work for other supervisors and/or work units, as operational needs require. Will also need to be able to work with a contractor and give as well as follow instructions, both written and oral. In the absence of the Caltrans Maintenance Supervisor, a leadworker or other qualified person may be in charge. May conduct training for other members of the crew, be responsible for special assignments such as installing and maintaining traffic signs, installing and maintaining thermoplastic legends & paint striping. Will install, maintain & refresh both painted and thermoplastic stencils of such size and complexity as to require the use of special mobile equipment. If appropriately qualified and properly licensed, may operate specialty Caltrans equipment. May receive training from other employees of the crew, region, district, or headquarters. Will be required to work at, but not limited to 350' above land or water using various painting equipment. Will be required to work out of a personnel/spider baskets hung from crane trucks by cable or personnel baskets on hydraulic booms.

**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 First, Cultivate Excellence - Engagement, 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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety First, Cultivate Excellence - Engagement, Equity, Integrity)
- **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 - Engagement, Innovation, Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Pride)
- **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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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50%	E	Perform physical labor, using power equipment. Including, but not limited to grinding out old legends/ markings using a walk behind rotary grinder, putting down new legends/stripes with an airless paint sprayer or by hand. Performing layouts, loading, cleaning, refueling equipment used by the crew. Operating power tools such as electric drills, demolition hammer, and electric generators. Removing graffiti from signs and sign structures during inclement weather when stencil work is not possible. Incumbent will need to work during all weather conditions (hot, cold, rain, sun, etc...) in the course of maintaining/ installing stencils/legends and must be able to work at various heights above the travel way in the course of maintaining signs and sign structures.
25%	E	Operate equipment used by the assigned unit. Make minor repairs, adjustments, emergency repairs, perform lube service (lube service points, change tires/light bulbs/fuses/filters/window wipers, steam clean equipment, change belts and other minor repairs), clean equipment and maintain all pertinent records. Perform pre/post operative checks.
15%	E	Perform physical labor, including, but not limited to handwork such as erecting, cleaning, painting out graffiti on sign and bridge structures. Marking locations for USA/Dig Alert for excavations needed to install new signs. Perform other misc. unskilled laboring tasks by using hand tools (e.g., shovel, wrench, handsaw, breaker bar, tamping bar, etc.).
10%	M	Reads and interprets sign, striping, and stencil installation orders (IO's), maintenance work orders, service requests and MSR/CSR's.

<sup>1</sup>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**

None.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of materials, methods, equipment, and tools used in highway 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.

Must have ability to work safe and work effectively alone or with others; must be able to analyze various work situations effectively and make sound decisions; must have knowledge of minor equipment repair and maintenance; must have the ability to work at various heights; must have the ability to work safely around high-density traffic; must have knowledge of the Departments Injury and Illness Prevention Program; must possess a valid and unrestricted Class A Commercial Driver's License with Tank (N) endorsement.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors may expose co-workers and/or the public to possible injury or loss of life. Errors may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of bridges, or damage to State equipment and facilities. Errors may expose the State to liability for damages to public property and/or delay in project delivery.

**PUBLIC AND INTERNAL CONTACTS**

Maintain good relations with the public, Caltrans employees, and employees/representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of the assignment. Contact may be with hostile public and the incumbent is expected to maintain a favorable public image for the Department and the State.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Much of this position is labor intensive. Must have the physical ability to react quickly to errant motorists 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 and light vehicles 45% of the time on a year-round basis.

The remainder of the activity is labor intensive and includes but is not limited to the following:

Standing, Sitting, and Walking is 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:

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Typical sign repair/installation: Standing and walking using hand tools, 55%. Sitting and driving, 45%.

Lifting/Carrying – Signs and material which may weigh from a few ounces up to 100 pounds must be moved from storage areas to vehicles and from vehicles to job sites which may be on uneven terrain. Tools are moved from a few feet to 100 yards and weigh from a few ounces to 50 pounds each. Tools may include shovels, post hole diggers, breaker bars, tamping bars, ladders, signs, standards, cones, barricades, etc. and may be moved over uneven terrain.

Overhead reaching – Includes pulling self up into many types of equipment, holding up signs, tightening/loosening sign bolts, servicing equipment on the lube hoist, signaling other workers, and loading /unloading material onto equipment.

Other reaching – Setting and retrieving cones, lubing and checking equipment, shoveling, driving, shifting, holding signs, picking up cones; often done on a continuous basis over 60% of the work shift.

Pushing/pulling – Loading/unloading various sizes of sign posts, shoveling, opening doors, and hooking up trailers, tightening/loosening nuts on bolts.

Twisting – May be done while operating equipment and may be on a continuous basis while working out of a personnel hoist or from the platform of the digger derrick. Other twisting is done while setting and picking up traffic cones and shoveling.

Climbing/ balancing – Is done in and out of equipment, up and down banks/slopes, ladders, onto steps and walkways such as when transitioning from the bucket of a personnel hoist onto the catwalk of an overhead sign structure.

Bending/crouching/squatting/crawling – Often done continuously throughout the day while operating equipment and performing physical labor. These activities are necessary when picking up and laying down tools and material and also done when crawling around and underneath equipment while checking and servicing equipment.

Simple grasping – this activity is necessary about 95% of the shift when climbing in/out and around equipment, operating equipment, using hand tools, and handling materials.

Fine manipulation – This occurs less than 2% of the shift and usually while writing reports.

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 with or without hearing aid to hear warning devices used for worker safety (i.e., look out alarm devices, including vehicle horns used to warn employees of imminent danger at the work site) as per Chapter 13 of the Caltrans Injury Illness Prevention Program.

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### WORK ENVIRONMENT

Work in a wide range of sometimes extreme conditions including heat up to 120 degrees, cold to –15 degrees, strong winds, rain, sleet, and/or snow.

The normal work week is 4/40, Monday through Friday from 1900 to 0530. The scheduling of the work days is at the discretion of Region Management. May be scheduled to work the night shift as needed to meet operational needs and with proper advance notice as per Bargaining Unit 12 Memorandum of Understanding.

May work scheduled and/or emergency overtime due to callback, storms, special work projects, or to meet operational needs. Overtime will be assigned per the Bargaining Unit 12 Memorandum of Understanding.

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

A. Appropriate footwear in good and sturdy condition must be worn.

B. Either long or short-sleeved shirts provided by Caltrans or a safety vest must be worn over non-safety shirts or coats.

C. Long pants. No shorts or cutoffs.

D. Provided safety gear: hard hats, safety glasses, hearing protection devices, face shields, gloves, respirators, chaps, or other safety gear must be worn when required by the department.

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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.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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