

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION 04 / Southwest Region	
WORKING TITLE CEO II	POSITION NUMBER 904-730-6286-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:**

Perform work and operate equipment associated with highway maintenance under the supervision of a Caltrans Maintenance Supervisor and guidance from Leadworkers, the incumbent will operate equipment requiring a Class A commercial driver's license with a tank vehicle endorsement. When not operating the specified equipment, may perform any of the duties outlined under Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker, or Caltrans Landscape Maintenance Worker; and do other related work.

**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, Strengthen Stewardship and Drive Efficiency - Engagement, 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 - Equity, Innovation, 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, Strengthen Stewardship and Drive Efficiency - Equity, Innovation, Integrity)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **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 First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation)
- **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 First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

**TYPICAL DUTIES:**

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

**ADA Notice**

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45%	E	Under the guidance of a Highway/Landscape Maintenance Leadworker or other designated person in charge, the incumbent is required to operate and maintain all types of maintenance equipment such as: computerized spray equipment, graders, loaders, backhoes, rollers, sweepers, mowers, tractors, vactors, 10&13 speed dump trucks, tankers and trash compactors. Incumbent will be required to assist with and/or install lane closures, moving closures, one-way traffic control or other forms of traffic control when needed. Duties may include: paving, pothole patching, mowing, removal of debris, crack sealing, guard rail repair, computerized spray tank and traffic control.
35%	E	Incumbent will work with crew members performing maintenance duties. This is to include but not limited to, ability to operate all types of maintenance equipment & vehicles, including hand tools. Incumbent should be able to perform minor maintenance & repairs to equipment. Perform manual weeding, pruning and cutting on sloped areas. Pick up litter or dig by hand. Perform ground work on paving operations and have the ability to read and understand simple blue prints/plans and written instructions.
10%	E	Attend required training and on the job training that may involve travel. Perform minor equipment repairs and keep tools and equipment clean.
5%	M	Incumbent may be required to wear a dust mask or respirator when working with materials that necessitate their use.
5%	M	Incumbent will perform building clean up and janitorial duties.

<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**

This position does not supervise, but may cover for the supervisor or lead worker during temporary absence.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- Knowledge of provisions of the California Vehicle Code as it applies to the operation of vehicles and regulations and safety practices pertaining to highway emergency services including fire suppression techniques and emergency first aid.
- Knowledge of traffic control for moving and stationary operations as specified on Chapter 8 of the Injury and Illness Prevention Program.
- Knowledge of safety and health policies and procedures outlined in the Department's Injury and Illness Prevention Program.
- Ability to learn to operate equipment and tasks associated with maintaining State assets.
- Ability to assess circumstances and act appropriately and accordingly.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Incorrect decisions or errors in judgment could result in improper work practices that may endanger the safety of State employees and the public. Incorrect decisions may cause personnel grievances such as the violation of health and safety or departmental standards. Not meeting Maintenance program objectives could be the result in: torts liability, personnel injuries, substandard work quality, and unnecessary expenditures and unsafe conditions.

**PUBLIC AND INTERNAL CONTACTS**

Incumbent will routinely make contact with the general public, contractors, construction field personnel and other Caltrans work crews.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Incumbent must be capable of utilizing hand tools and manual digging tools. Must have the ability to bend, stoop, twist, pull, grasp, sit, stand, lift, push, pull, and reach above their head in order to load vehicles as well as navigate on uneven terrain and highly sloped areas. Able to work above ground at heights above 7 feet, work in confined spaces, capable of understanding and performing the essential functions of the job in a reasonable and prudent manner using logic and deductive skills to provide an end product that is safe and usable. Have the ability to resolve emotionally charged situations reasonably and diplomatically. Be able to cope with pressure, maintain focus during an emergency and act appropriately. Employee may be required to wear a face respirator and able to pass a respiratory physical.

**WORK ENVIRONMENT**

The incumbent may expect to work in all types of weather such as: high/low temperature, strong winds, rain, fog, snow, sleet and flooding. May be exposed to poison oak, snakes, insects, loud noise, dust, chemicals, flying debris, high speed vehicle traffic, moving construction equipment in the work zone and other environmental conditions associated with Highway/Landscape

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Maintenance. The incumbent may be required to work at heights greater than 7 ft. and confined spaces. remove homeless encampment debris, remove/dispose dead animals. Incumbent may have to travel and stay overnight in order to; attend mandatory classes, respond to emergencies during weekends and holidays. Incumbent may be subject to changes in their shift due to Departmental necessities such as during: floods, earthquakes and storms. The incumbent will be required to wear safety equipment such as earplugs, hard hats, proper footwear, and safety glasses.

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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.)

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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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**POSITION DUTY STATEMENT**

PM-0924 (REV 02/2021)

CLASSIFICATION TITLE CT Equipment Operator I	OFFICE/BRANCH/SECTION Southwest / 04 / 1084
WORKING TITLE CEO I	POSITION NUMBER 904-730-6890
	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Working under the supervision of a Caltrans Maintenance Supervisor or Leadworker, the incumbent operates equipment identified as Category 1 and Category 2. They may work individually or with the crew performing tasks related to highway maintenance work. Incumbent will also be working with other crews, when needed. Required to possess a valid and unrestricted Class B commercial driver license with a N (Tank Vehicle) endorsement; Hazardous Materials endorsement is desirable.

**CORE COMPETENCIES:**

As a CT Equipment Operator I, 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, 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, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, 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, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, 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, Equity, Innovation, Integrity)
- **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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, 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, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)

**TYPICAL DUTIES:**

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

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|-----|---|---|
| 35% | E | Incumbent will operating machine attachments such as loader buckets, back hoe, and skid steer to conduct repair work. Operating trucks with adjustable attachments (e.g., front plow, attenuator, towable pull brooms) to sweep debris from paved surfaces. Operating hand tools such as shovels, lute, pitchforks to spread, smooth, level, or steel-reinforce concrete, stone, asphalt on roads, and/or landscaped areas. Distributing paving material to adjust paving finishing machine settings, material flow, and/or to indicate low spots for additional material. Operating emulsion or crack sealing kettles. Hauling sand, gravel, asphalt, and/or clay using dump trucks to job site areas to use for fill in washouts and/or repair highway shoulders. Spreading gravel and asphalt using hydraulic spreaders to fill washouts and/or repair travelway shoulders. Installing and/or repairing safety devices such as guardrails, shoulders, berms, markers, warning signals, snow fences to ensure safety measures are in place. Operating chainsaws for brush and tree removal. Securing loads properly on equipment trailers. Loading and unloading equipment and materials from equipment trailers. Spreading materials such as topsoil, sand, compost, tan bark, decorative rock, gravel, wood chips over ground using shovels and rakes to beautify landscape, protect plants, control weeds, minimize soil erosion, and/or to prepare soil for planting. Trimming bushes and hedges using hedge trimmers to maintain vegetation. Pruning trees utilizing saws and loppers. Operating tractors and loaders safely. Operating wood chippers and stump grinders. Digging trenches using shovels, trenchers, and tractor attachments to assist in the installation of drainage and/or irrigation systems. Operating computer-controlled irrigation systems to ensure landscaped grounds are properly irrigated. Removing objects and spills along roadways such as diesel, minor spill cleanup, and car batteries to properly dispose of in a safe manner. |
| 35% | E | Incumbent must be able to operate large vehicle equipment such as dump trucks, front loaders, mowers, and striper trucks in various weather and road conditions to transport materials and equipment to and from the job site. Ability to take basic measurements to determine dimensions. Ability to use and maintain tools and equipment such as ladders, dollies, hammers, wrenches, screwdrivers, shears, loppers, tree saws, and wheel barrows. Ability to properly and safely use various gasoline powered tools such as chain saws, leaf blowers, pole saw, hand held augers, string trimmer.  |
| 20% | E | Maintaining repair and maintenance records on equipment to ensure adequate recordkeeping. Cleaning and sharpening hand tools to ensure proper and safe operation. Performing repairs and preventative maintenance on gas-powered equipment such as blowers, line trimmers, and chainsaws to ensure equipment runs properly and safely. Knowledge of the installation and repair of sprinkler systems such as control valves, controllers, sprinkler head, pipes, and flow sensors to ensure landscapes are properly watered.  |
| 5%  | M | Knowledge of the proper use of personal protective equipment such as gloves, hard hats, safety vests, and safety eyewear to ensure the safety of oneself while performing work tasks.   |
| 5%  | M | Attend required training and on the job training that may involve travel. Incumbent may be required to wear a dust mask or respirator when working with materials that necessitate their use.   |

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This is a non-supervisory position.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- Knowledge of provisions of the California Vehicle Code as it applies to the operation of vehicles and regulations and safety practices pertaining to highway emergency services including fire suppression techniques and emergency first aid.
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EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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SUPERVISOR (Signature)

DATE