

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 - Signs	POSITION NUMBER 904-760-6286-xxx	REVISION DATE 09/09/2024

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of a Caltrans Maintenance Supervisor or delegated person incumbent works with a crew in the repair, installation, removing and cleaning of ground mounted and overhead signs. This also includes operation and care of light vehicles and commercial vehicles and equipment in the performance of sign repair and installation. Handles and lifts signposts, signs, and sand. Must have knowledge of basic safe work practices and the provisions of the California Vehicle Code applying to the operation of vehicles, servicing, minor adjustments, and emergency repairs to equipment. Ability to communicate and follow simple written and oral directions, keep records, and perform heavy manual labor. This includes working on catwalks of overhead signs and use of personnel hoists in cleaning of graffiti and cover plate installation. A valid and unrestricted Class A Driver's License with tank endorsement is required.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (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 - Engagement)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Cultivate Excellence - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Advance Equity and Livability in all Communities - Pride)
- **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. (Enhance and Connect the Multimodal Transportation Network - 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. (Cultivate Excellence - 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. (Strengthen Stewardship and Drive Efficiency - Integrity)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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45%	E	Under the general direction of a Caltrans Maintenance Supervisor or delegated person. Incumbent works with a crew in the repair, installation, removing and cleaning of ground mounted and overhead signs. This also includes operation and care of light vehicles and commercial vehicles and equipment in the performance of sign repair and installation. Handles and lifts signposts, signs, and sand. Must have knowledge of basic safe work practices and the provisions of the California Vehicle Code applying to the operation of vehicles, servicing, minor adjustments, and emergency repairs to equipment. Ability to communicate and follow simple written and oral directions, keep records, and perform heavy manual labor. This includes working on catwalks of overhead signs and use of personnel hoists in cleaning of graffiti and cover plate installation. A valid and unrestricted Class A Driver's License is required.
30%	E	Prepare equipment for use in performing assigned tasks, including preventative maintenance and minor repair. Prepare materials such as: treated sign posts, multiple lengths, and sizes, including box beam type, assembled signs, graffiti removal products, for use by the crew.
15%	E	Assist other crews such as Raised Marker, Pavement and Culvert crews. Perform traffic control including setting and retrieving traffic cones, signs, and barriers. Clean and maintain job site and yard.
10%	M	Attend training, keep minor records, and keep tools and equipment clean and in good repair.

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 striping personnel.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Materials, methods, and equipment used in pavement delineation. Perform heavy manual labor, follow oral and written directions. Works in close cooperation with crew members, other branches, maintenance crews, other state agencies, city and county agencies, and the general public.

The position requires seasonal travel to remote areas within the region and state. May work irregular shifts, nights, or weekends as required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, decision making, and trouble shooting skills could affect public safety or result in tort liability for the department. The work environment could also be rendered unsafe for employees involved in the project.

PUBLIC AND INTERNAL CONTACTS

Incumbent will routinely contact or interact with other Caltrans personnel, contractors, engineering consultants, and the general public. These contacts may take the form of verbal or written communications relating to the assignment. The incumbent will be in a high visibility position as a State representative.

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 an end product that is safe and usable.

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

WORK ENVIRONMENT

The incumbent will be required to work outdoors, exposed to dirt, noise, uneven surfaces, sun, wind, rain and/or extreme heat or cold. Work in lane closures 6 feet from traffic. The incumbent will be required to work overtime including irregular shifts/alternate work schedules including holidays, weekends, and for annual night inspections. May be required to work temporary and/or

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intermittent varied work shifts, and is expected to respond to emergency situations and calls when the Supervisor deems that it is in the best interest of the State.

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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