

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION D9/Maintenance/Stormwater Crew
WORKING TITLE Caltrans Equipment Operator II	POSITION NUMBER 909-640-6286- 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:**

Working under the direction of the Caltrans Maintenance Storm Water Supervisor, incumbent works with and operates special types of equipment in the District Storm Water Crew. This crew is responsible for performing most storm water related maintenance activities throughout the District. These activities include cleaning and maintaining all types of drains. This crew is also responsible for sweeping highways, and mitigating erosion throughout the District's maintenance area. There may be occasions while working in this program, where incumbent will be required to act as both laborer and operator.

**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 - 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)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Safety First - Engagement, Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
45% E	Operates a variety of trucks and highway maintenance equipment including but not limited to 3/4 ton through tankers, 5th wheel tractors, trailers, dozers, forklifts, loaders, plows trucks, graders, ten wheel trucks, Vac-con units, sweepers, cone trucks and arrow boards. Also makes minor adjustments and emergency repairs to equipment.

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45%	E	Performs various tasks associated with the maintenance of state highways. Maintains and cleans drains, inventories culverts, maintains and installs erosion control measures District-wide. Performs roadside maintenance, traffic control, including flagging and other related duties. Incumbent will be required to conduct snow patrol and removal. This position may require out of town travel.
10%	M	Performs heavy physical labor associated with highway drain structures. Common hand tools used, could be, but are not limited to picks, shovels and brooms.

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<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.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

The Caltrans Equipment Operator II does not directly supervise.

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**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Requires knowledge of the operation and care of automotive and highway maintenance equipment. Provisions of the California Vehicle Code as it applies to the safe loading and operation of motor vehicles. Regulations and safety practices pertaining to highway maintenance equipment and operations and loading, procedures, regulations, safety practices, tools and equipment used in construction and maintenance of highways, structures, and emergency first aid. The ability to work safely around high-density and high-speed traffic and in inclement weather.

Ability to communicate and follow directions at a level required for successful job performance. Perform heavy manual labor, follow oral and written instructions, keep records, interpret simple blueprints, and operate radio equipment.

**SPECIAL QUALIFICATIONS**

Must possess an unrestricted valid Class A driver's license with an N [Tank Vehicle] endorsement.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors may endanger co-workers, the public and the environment. 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. Failure to make timely and proper decisions could endanger human lives and property, result in lawsuits, or cause Caltrans to violate its storm water permits.

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**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 image for the State. At times may deal with the media.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

May be required to work rotating or irregular shifts, including weekends, nights, and overtime. The above duties may also require prolonged stooping, bending, lifting, sitting, climbing or standing. May be required to work in extreme warm or extreme cold weather, and during inclement weather. Percentages may vary depending on crew, geography, and season.

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 and light vehicles 18% 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 following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

A. Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 45% each: Sitting and driving 50%.

B. Snowy day: Sitting and operating large trucks, loaders, 90%; walking and standing, checking out equipment, 10%

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**ADA Notice**

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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, loaders, 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.

Lifting (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 Material – Incumbent may be required to move bagged/boxed material, which can weigh from 50 to 100 pounds. Material may be moved from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be carried on uneven terrain. Incumbent should ask for assistance when moving items over 50 pounds.

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.

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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 working in extreme winter storm conditions in the mountains as well as very hot and humid desert conditions following summer thunderstorms; such as heat up to 120 degrees and cold temperatures to -15 degrees. Also, may require working in confined spaces.

Incumbent may be scheduled to work the night shift during the months of November, December, January, February, 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.
- D. Safety gear including; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear provided by Caltrans must be worn when required.

This crew will be assigned to work District-wide with out of town travel on a per diem basis averaging 80% of the time.

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