

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION District 5 - Maintenance- Bridge Crew	
WORKING TITLE Equipment Operator II	POSITION NUMBER 905-660-6286-918	REVISION DATE 05/01/2023

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:

Under the direction of a Caltrans Bridge Maintenance Supervisor or the Highway Maintenance Leadworker, the Equipment Operator II is responsible for operating bridge maintenance equipment and tools, repairing bridges and other structures. Incumbent must possess a Class A CDL with required endorsements. Incumbent work hours currently are a 4/10 shift. To help the Department with scheduling, incumbent will be required to work alternate work shifts; such as a but not limited to 9/80, 5/40, or night or weekend work. This is a District-wide Crew that may require overnight travel up to 75% of the time. Being able to work around great heights and confined spaces is required. Maybe required to work overtime, nights and weekends as workload dictates.

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 - Engagement)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Integrity)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety First - 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)
- **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. (Safety First - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - 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 - Pride)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety First - Engagement)

TYPICAL DUTIES:

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

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50%	E	Make repairs to damaged bridge components such as but not limited to: railings, girders, soffits, columns, bearings, joints, etc. Perform manual labor and operate equipment listed on the Level of Equipment list associated with the maintenance of highways and bridges. Perform pre and post op inspections on a variety of vehicles. Monitor safety devices such as air sniffers, traffic control devices and supplied air respirators. Operate manual/power hand equipment tools not limited to shovels, rakes, pitchforks, broom, handsaws, hammers. Commonly used power hand tools are not limited to chain saws, circular saw, compressor, electric and gas welders, drills, jackhammers, and chipping hammers. Operate two way radio, set traffic signs, cones and message boards to guide motorists safely to their destination.
40%	E	Inspect bridges and or related structures as generated by bridge reports or field requests. Attend and participate in safety meetings. Help plan and schedule work with the Supervisor and Leadworker and receive required training. Maintain and clean assigned equipment.
10%	M	Perform custodial work duties such as but not limited to sweeping, emptying trash, cleaning restroom facilities and replenishing supplies, etc. Pick up and dispose of dead animals and other debris on the highway.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of the operation and care of equipment used in the assigned duties and provisions of the CVC as they apply to their operation; regulations, procedures and safety practices relating to highway maintenance work. Requires knowledge of safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program, safety rules and regulations related to assigned duties as stated in Chapter 8 of the Maintenance Manual Vol. I, and knowledge of basic safe work practices. Must know and follow policies and procedures for operating two-way radios, and have knowledge of fire suppression techniques and emergency first aid. The incumbent is required to have and maintain a valid unrestricted Class A Driver's License. The incumbent must have the ability to communicate and follow directions, both oral and written, at a level required for successful job performance; develop and maintain good working relationships with others; deal tactfully with the public; keep legible and accurate records; and must be able to do heavy manual labor. The incumbent must be able to effectively analyze various work situations and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must exercise judgment in making decisions relative to the safe operation of vehicles and equipment. Poor decisions or actions could jeopardize the safety of the employee, co-workers, the traveling public, and could damage state and private property. Such acts could result in monetary loss and embarrassment to the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent has continuous contact with fellow employees, will have frequent contact with the traveling public, especially during traffic control operations, and may have occasional contact with representatives of other departments or agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sitting in/on and driving/operating maintenance and construction vehicles will be required. The incumbent will be required to do heavy manual labor including; moving/placing of heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, twisting, reaching, climbing, walking on uneven ground and prolonged standing. The incumbent must be able to cope and response to emergency situations such as the connected with traffic and weather conditions and other natural disasters, and will be required to deal tactfully and courteously with the public under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, and alert and aware at all times. The incumbent must be able to hear and see, with or without corrective assistance at a satisfactory level to ensure the safety of the employee and others.

WORK ENVIRONMENT

Most of the incumbents time will be spent in the field operating equipment or working on foot. Weather conditions vary from a cold, windy, and wet winter climate to a very hot and predominantly dry summer climate. The incumbent will be required to operate equipment and work outside in extreme temperatures and inclement weather and may be required to sit or stand for long periods. May work on uneven surfaces and may be exposed to noise, dust, hot materials and chemicals and great heights. Will

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be required to wear long pants and appropriate footwear, as defined in section 4.3 of the current MOU and must wear provided personal protective safety equipment such as shirts or vests, hard hats, safety glasses and gloves, as well as other safety devices deemed necessary.

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