

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION D9/Maintenance/Guardrail Crew	
WORKING TITLE CT Equipment Operator II	POSITION NUMBER 909-610-6286-110	EFFECTIVE DATE

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

GENERAL STATEMENT:

Under the direction of a CT Maintenance Supervisor, Lead worker or other qualified crew member, the CT Equipment Operator II operates a variety of maintenance, construction and landscape equipment requiring a class A commercial driver's license with tank vehicle (N) endorsement while inspecting, repairing and maintaining the District's Guard Rail system. The incumbent will work with a crew that travels extensively throughout the district and will work out of town. The incumbent will be expected to respond to emergency call-outs, may be required to work overtime including nights and weekends, may be required to work temporary and/or intermittent varied work shifts, may be loaned to other cost centers to help during storm events and other natural disasters and with normal maintenance operations. This position is represented under collective bargaining.

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 - Integrity)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Collaboration, 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 - Collaboration)
- **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, Employee Excellence - Collaboration)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety - Collaboration)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee 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 - Collaboration)
- **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 - Collaboration, Integrity)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Safety - Collaboration, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	The incumbent will operate guard rail truck, cargo trucks, end-dump trucks from 2 to 10 cu. yards, with either automatic or manual transmission, and equipped with snow plows and sanders; may also operate front-end loaders, motor graders, snow blowers, equipment trailers, rear & side flail mowers, slope mowers and other related vehicles while performing stated duties. While operating equipment and hand tools, incumbent will perform duties associated with installing, replacing, repairing and maintaining the District's guardrail systems such as reading simple traffic plans, digging post holes, mixing and pouring cement, setting posts, attaching guardrail pieces and other related duties as needed. Will perform pre and post operation checks; minor and emergency repairs and adjustments to equipment; services and cleans equipment.

ADA Notice

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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

45%	E	When not operating equipment the incumbent will perform duties normally assigned to a CT Highway or Landscape Maintenance Worker. Will perform manual labor and use power and hand tools while working on the assigned duties as well as other related tasks such as traffic control. Traffic control duties may include setting and picking up lane closures using traffic cones, flares and advance warning signs; hand-flagging traffic; and operating pilot vehicle, back-up truck and cone truck.
5%	M	The incumbent keeps records such as pre and post operation reports on equipment operated; repair requests, crew/time reporting forms, and material and fuel usage forms. Will also be required to clean equipment and work areas at the conclusion of work shift.

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

The Caltrans Equipment Operator II does not directly supervise.

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 California Vehicle Code 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. 1, 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 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 also be able to do heavy manual labor. The incumbent must be able to effectively analyze various work situations and make sound decisions.

The incumbent is required to have and maintain a valid class A commercial driver's license with tank vehicle (N) endorsement and a current medical certificate.

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 with and respond to emergency situations such as those 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 incumbent's time will be spent in the field, operating equipment or working of foot. Weather conditions vary from a cold, windy, and wet winter climate to a very hot and predominately dry summer climate. Temperature extremes can range from below freezing in the winter to well over 100 degrees on a consistent basis in the summer. Occasional heavy thunderstorms can be expected in the summer months and heavy rain is to be expected in the winter. 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. Will 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. The incumbent will be required to travel extensively through the assigned area and may be required to travel to and

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work in other areas in the district.

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. Incumbent may be scheduled to work the night shift, weekends, and/or holidays, during the months of November, December, January, February, March, and April or as scheduled by the Maintenance Supervisor. May be required to work overtime 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 expected to respond to emergency call-outs, may be required to work temporary and/or intermittent varied work shifts, may be loaned to other cost centers to help during storm events and other natural disasters and with normal maintenance operations.

Some crews are designated travel crews and work out of town on a per diem basis up to 80% of the year.

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