

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION 56/HQ Maintenance/Maint. Equipment Training Academy	
WORKING TITLE CT Equipment Operator II	POSITION NUMBER 913-681-6286-918	REVISION 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 the Maintenance Equipment Training Academy (META) Superintendent, the incumbent is responsible for assisting in the instruction and training of personnel. Responsibilities include proper use, operation, servicing, minor repairs and adjustments of automotive and heavy maintenance equipment, trucks, mowers, loaders, air compressors, tractors, motor graders, street sweepers, diesel and gasoline engines and other types of equipment used in Caltrans maintenance 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. (Prosperity - Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Prosperity - 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. (Employee Excellence - 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 - Integrity, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Collaboration)
- **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. (Prosperity - Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Prosperity, Employee Excellence - Collaboration, Pride)
- **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 - People First, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety - Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Assists with, set-up and tear-down of equipment operation skill evaluation courses, overseeing student performance during hands-on equipment operations, completion of skill and performance evaluations of students in order to ensure safe and proficient operating skills, and ensure demonstration of desirable techniques when operating motorized equipment used in highway maintenance and construction.
20%	E	Assists with the delivery of training to Caltrans employees to train them about their responsibilities for the safe and proper inspection, operation, service, and minor repairs to, motorized equipment used in highway maintenance and construction.

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15%	E	Assists with conducting statewide Equipment Qualifier/Trainer classes on the requirements of the Equipment Qualification Program.
15%	E	Services, fuels, inspects and moves equipment as needed for class instruction. Assists with preparation of records for reports.
10%	M	Gathers and distributes training materials at training sites for preparation of Training Academy courses.

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

Incumbent will have no direct supervision responsibilities but occasionally will act as a lead.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of materials, methods and equipment used in the maintenance of highways and highway operations. Possession of a valid California Class 'A' Commercial Driver License (CDL), with a tank vehicle endorsement, and current Medical Card is required prior to appointment in this position. Employee should possess general knowledge of the many different types of maintenance equipment, and have the ability to, operate, service, and make minor adjustments and repairs to it.; knowledge of safety procedures pertinent to work duties including work area protection, equipment operation, proper lifting, etc; knowledge of the California Vehicle Code as it applies to loading and operation of motor vehicles; knowledge of Caltrans policies for the maintenance and servicing of equipment, and proper documentation thereof. Must be able to analyze various situations accurately and in a timely fashion, as well as develop sound alternatives when necessary.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate instruction or incorrect judgment may result in safety hazards, grounds for grievance, damaged equipment, and unnecessary cost, and time loss; may also cause a loss of credibility to META.

PUBLIC AND INTERNAL CONTACTS

Daily contact with other META staff and training participants; occasional contact with public using presentations and demonstrations on behalf of META; and contact with other public agency staff. The ability to maintain good relations is critical to maintaining the reputation of META as a reliable source of information.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position requires the physical ability to mount, dismount, operate, crawl under, and service trucks and construction equipment unaided, if necessary. Ability to squat, kneel, crawl, sit, twist, walk on uneven ground, or work above ground on aerial equipment. Power grasping of tools and equipment is required. Lifting of heavy objects (up to 75 pounds) used as training aids, training materials, traffic barriers and cones, moving and set up of temporary structures used to protect outdoor training areas and other occasional work requiring full mobility, agility, and strength are required. Must be able to stand and walk for up to four hours at a time while presenting field-training courses in all types of weather. Must stand and move about the classroom while presenting formal training for up to two hours at a time. Hearing, vision, and speech must be within normal parameters in order to be able to present training both in the classroom and outdoors during field situations. Must possess the ability to quickly develop working relationships with people of varied backgrounds, origins, and civil service classifications in office, the classroom, and in the field.

WORK ENVIRONMENT

Employees will be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold. While at their base of operation, employees will work in a climate-controlled office or classroom under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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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.)

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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