

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION D10 MTCE	
WORKING TITLE Equipment Operator II	POSITION NUMBER 910-630-6286-918	REVISION DATE 12/30/2024

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 Caltrans Maintenance Supervisor, the Caltrans Equipment Operator II (CEO II) will operate and service vehicles requiring a Class A commercial driver's license with tank (N) endorsement, and performs work related to highway maintenance, structures maintenance, construction, and Landscape Maintenance. When not operating the specified equipment, the Equipment Operator II may perform any of the duties outlined under Caltrans Equipment Operator I, Caltrans Highway or Landscape Maintenance Worker, and perform other related highway maintenance work. The CEO II maintains knowledge of all current mandated and applicable safety training and standards, policies, practices, directives, and expectations, and complies with all departmental training and safe work practice requirements. The CEO II may be assigned to other operations units and/or geographical areas as operations needs dictate. Overnight travel out of town up to 80 percent of the time may be required to meet operational needs.

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 - Engagement, 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, Strengthen Stewardship and Drive Efficiency - 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, Strengthen Stewardship and Drive Efficiency - Engagement, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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 First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

TYPICAL DUTIES:

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

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40%	E	The incumbent will operate and service highway maintenance equipment identified as Levels of Equipment for Caltrans Equipment Operator I and II. The incumbent will operate appropriate equipment to conduct asphalt and concrete repair and preventative maintenance operations related to SB-1. Will carry out the installation and repair of signs, fence and guardrail and may perform striping, pavement marking, culvert, and bridge-related work. The incumbent may be required to perform snow and ice control tasks including truck, grader, or rotary plowing, repair and removal, chain control operations, apply deicing materials, and the construction and repair of traction control devices. May be required to operate a mobile sweeper as the designated operator for all cost centers within the Superintendents' area.
		The incumbent maintains knowledge of all current mandated and applicable safety training and standards, policies, practices, directives, and expectations, and complies with all departmental training and safe work practice requirements. .
25%	E	The incumbent will carry out traffic control duties such as setting up and execution of lane closures on two-lane and multi-lane highways, flagging operations, moving closures, chain control and other SB-I related traffic control tasks. The incumbent will be required to properly set up signs, cones, barricades, message boards, and operate 2-way radios. Must attend all required safety meetings and job-related training programs.
25%	E	The incumbent may use products that could be hazardous or dangerous if not handled properly. The incumbent will perform maintenance work associated with highway structures, storm drainage, vegetation control, tree and brush maintenance, and the installation of storm water protection measures. The incumbent will be required to operate manual and power hand tools, perform heavy manual labor, and will perform SB-1 related work including litter, graffiti, and dead animal removal and disposal.
10%	M	May be required to provide training on equipment to other employees

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

Normally this position does not supervise; however, may be placed in charge or called upon to act as lead person for a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge pertaining to the operation of automotive equipment including highway or landscape maintenance and construction equipment along with the servicing, and minor repair of such equipment. Must be familiar with the provisions of the California Vehicle Code that apply to the operation of vehicles. The incumbent must have some knowledge of minor construction, maintenance, and repair work. Skill in operating a variety of complex or heavy maintenance equipment, and making minor adjustments and emergency repairs to such equipment.

Must have the ability to read, write, and follow oral and written directions in English at a level required for successful job performance.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly operate, service, or maintain equipment and cause excessive repair costs, loss of equipment, and negatively impact work production. Negligence could also cause physical harm to the general public, operator and/or crew members. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS

May be asked to work with representatives from both public and private Local Agencies as well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Will be required to bend, stoop, climb, kneel, reach, push, pull, stand, sit and operate equipment for long periods of time. May be required to assist in the clean up of various types of accidents involving personal injury to others and/or hazardous spills. Must have the ability to lift and move heavy objects. Must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses. Equipment Operator II must be able to work alone and with others.

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WORK ENVIRONMENT

May be exposed to and work in loud noise, dust, chemicals, extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. Will be required to wear all personal protective equipment and follow all policies, and procedures. Will be required to work rotating or irregular shifts, including weekends, nights, holidays, overtime, and be able to respond to after-hour emergencies.

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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