

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Equipment Operator II	OFFICE/BRANCH/SECTION 04/Maintenance/Toll Bridge Region	
WORKING TITLE Caltrans Equipment Operator II	POSITION NUMBER 904-670-6286-xxx	REVISION DATE 12/09/2024

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 general direction of a Caltrans Maintenance Supervisor, incumbent will be required to work after hours, weekends and holidays and may be subject to call-outs. Employee will be expected to respond to urgent bridge repair and highway incidents during normal working hours, at nights and weekends during all weather conditions. Must possess the ability to work above ground and from scaffolds, make use of ladders and access bridge structures more than 500 feet above the water. Employee must be comfortable working around water from Caltrans work boats and pier caps. Possession of an Unrestricted California Commercial Driver's License Class "A" with a tank vehicle endorsement is required.

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. (Strengthen Stewardship and Drive Efficiency - 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)
- **Continuous Professional Development**: Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Advance Equity and Livability in all Communities - Equity)
- **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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation)
- **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. (Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation)
- **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, Innovation)
- **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 - Innovation, Pride)
- **Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety First - Integrity)

TYPICAL DUTIES:

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

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45%	E	Working with crews involved in maintenance functions that are required to maintain State-Owned Toll Bridges, appurtenance structures and facilities. Directs, instructs and performs the repair of concrete, asphalt, epoxy overlays for bridge decks and roadways. Incumbent will make repairs and or maintain structural steel elements, concrete and timber structures as well as landscaped areas as well as maintaining buildings and toll bridge facilities, cleaning of bridge deck drainage systems, piers and lubrication of various bridge components. In connection with assigned duties, incumbent also directs the operations and maintenance methods of other types of maintenance. Incumbent must have knowledge of construction and maintenance methods, emergency procedures and may be required to order material for various functions his/her crew is performing. Must be able to take part in homeless camp cleanup and recognize associated hazards. Incumbent will utilize equipment to complete maintenance tasks.
25%	E	Perform minor maintenance related repairs to maintenance stations, Toll Plaza facilities including but not limited to door repairs, minor plumbing repairs, painting, attenuator repairs, gate arm repair and replacement. Employee will be required to perform custodial duties on occasion at the maintenance facility such as; sweep and mop the floor, clean outside of buildings and keep up the landscaping around the maintenance facility.
20%	E	Ensure that State equipment is properly operated and maintained.
10%	M	Incumbent may be required to assist Supervisor/Leadworker by keeping records of labor equipment materials used. The employee must be able to make sound judgment calls and direct the work of others.

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 supervise, but will direct and lead crew members as needed and may act as a leadworker temporary absences.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of materials, methods, equipment and tools in highway maintenance. Principals of safe working practices and traffic control. Must be "Qualified" on the Truck/Trailer -Towable/Loadable and Loader modules of the Equipment Qualifications Program. Posses the knowledge of and ability to operate, service and make minor adjustments and repairs to maintain equipment. Knowledge of safety procedures pertinent to work duties including work area protection, equipment operation and proper lifting etc. Knowledge of California Vehicle Code as it applies to loading and operation of motor vehicles. Must have knowledge of Caltrans specific policies for the maintenance and servicing of equipment and proper documentation thereof. Must be able to establish and maintain good working relationships.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incorrect decisions or errors in judgment could result in improper work practices that may endanger the safety of both Caltrans employees and the public. Many of the issues are often of an extremely sensitive and confidential in nature, which have an impact on all District Maintenance employees. A serious error could result in an employee grievance, possible violation of health and safety standards, fall short of maintenance program objects or extensive legal/mandatory liability.

PUBLIC AND INTERNAL CONTACTS

The nature of an Equipment Operator's work is such that it requires working in close and communication with other crew's members. State Agencies and at times the traveling public. The Equipment Operator is responsible to ensure that the activities of their crew members, which are highly visible to the traveling public, project a favorable image at all times. The Equipment Operator's direct public contact is when handling claims for damage to bridge patrons vehicles or in handling roadway emergencies. Their proper handling of these situations form positive public opinion concerning the merit of public employees.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical agility and physical fitness is a must to work on structures under continuous adverse weather conditions. Vision and hearing must be normal, or corrected to normal. Willingness to work rotating shifts including weekends, and to work at extreme heights from suspended scaffolding. Must be physically able to use specific types of respirators required for the types of respirators required for the types of work.

WORK ENVIRONMENT

Extreme weather condition (hot and cold)
High wind conditions
Extreme weather condition (hot and cold)
High wind conditions
Work around moving equipment

ADA Notice

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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.)

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
