

Caltrans Maintenance Series

California State Personnel Board Specification

Series established July 17, 1979

Scope

The classes in this series are used to perform a wide variety of laboring and equipment operation functions necessary to maintain California highways, bridges, landscaping, and roadside rests.

Schem Code	Class Code	Class
PE70	6287	Caltrans Highway Maintenance Worker
PF40	6297	Caltrans Landscape Maintenance Worker
PE62	6890	Caltrans Equipment Operator I
PE60	6286	Caltrans Equipment Operator II
PE50	6285	Caltrans Highway Maintenance Leadworker
PF30	6296	Caltrans Landscape Maintenance Leadworker
PE43	6301	Caltrans Maintenance Supervisor

Caltrans Maintenance Series Specification - Class Titles and Codes

Definition of Levels

All Levels:

May be required to work rotating or irregular shifts including weekends; may require work at considerable elevations over land or water from a swinging stage or platform (scaffolding); may require the safe installation and movement of scaffolding; and may oversee the work of a group of non-State workers or community service workers.

Caltrans Highway Maintenance Worker

This is the entry and journey level in the highway maintenance specialty. Entry is typically from outside State service or from the Service Assistant (Maintenance) class. Incumbents operate specified vehicles requiring a Class C driver license, such as light trucks, automobiles, highway maintenance, bridge maintenance, emergency service, construction, or landscape equipment; do miscellaneous laboring work in connection with the maintenance of the State highways and bridges including litter pickup, traffic control, tree maintenance, and maintenance of safety roadside rest areas; and do other related work.

Incumbents may also be assigned to perform nonequipment operation duties normally assigned to the class of Caltrans Landscape Maintenance Worker as part of their normal assignment.

Caltrans Landscape Maintenance Worker

This is the entry and journey level in the landscape maintenance specialty. Entry is typically from outside State service or from the Service Assistant (Maintenance) class. Incumbents maintain functional and landscape plantings; perform weed control and soil sterilization work; operate specified vehicles requiring a Class C driver

license, such as light trucks, automobiles, highway maintenance, construction, or landscape equipment; and do other related work.

Incumbents may also be assigned to perform nonequipment operation duties normally assigned to the class of Caltrans Highway Maintenance Worker as part of their normal assignment.

Caltrans Equipment Operator I

Incumbents operate vehicles requiring a Class B commercial driver license with a tank vehicle endorsement and operate and service specified equipment used in highway maintenance, structures maintenance, emergency service, landscape, or construction. When not operating the specified equipment, may perform any of the duties outlined under Caltrans Highway Maintenance Worker or Caltrans Landscape Maintenance Worker; and do other related work.

Caltrans Equipment Operator II

Incumbents operate vehicles requiring a Class A commercial driver license with a tank vehicle endorsement and operate and service specified equipment used in highway maintenance, structures maintenance, emergency service, landscape, or construction. When not operating the specified equipment, may perform any of the duties outlined under Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker, or Caltrans Landscape Maintenance Worker; and do other related work.

Caltrans Highway Maintenance Leadworker

Incumbents operate vehicles requiring a Class B commercial driver license with a tank vehicle endorsement; and either (1) work with and assist in supervising the work of a crew engaged in maintenance or construction work on highways and highway structures; or (2) are responsible for special assignments such as installing and maintaining traffic signs of such size or complexity as to require the use of special mobile equipment; and if appropriately qualified and properly licensed may operate specified Caltrans equipment.

Incumbents may also be assigned to perform duties usually assigned to the class of Caltrans Landscape Maintenance Leadworker as part of their normal assignment.

Caltrans Landscape Maintenance Leadworker

Incumbents operate vehicles requiring a Class B commercial driver license with a tank vehicle endorsement; work with and assist in supervising the work of a crew engaged in landscape maintenance work on planted areas bordering freeways and highways, on a specific project or area; and if appropriately qualified and properly licensed may operate specified Caltrans equipment.

Incumbents may also be assigned to perform duties usually assigned to the class of Caltrans Highway Maintenance Leadworker as part of their normal assignment.

Caltrans Maintenance Supervisor

Incumbents either (1) supervise and work with a crew engaged in the maintenance of highways, highway structures, the planted areas bordering freeways and highways, and construction work; or (2) are responsible for specialized staff assignments comparable in level of responsibility such as inspection of highway planting contracts for compliance with contract plans and specifications; and do other related work.

Minimum Qualifications

All Levels:

All classes in the series require possession of a valid and unrestricted driver license with the endorsements indicated. Specific classes of license required are:

Classification License Endorsements

Caltrans Highway Maintenance Worker C None Caltrans Landscape Maintenance Worker C None Caltrans Equipment Operator I B N (Tank Vehicle) Caltrans Equipment Operator II A N (Tank Vehicle) Caltrans Highway Maintenance Leadworker B N (Tank Vehicle) Caltrans Landscape Maintenance Leadworker B N (Tank Vehicle) Caltrans Maintenance Supervisor C None

Caltrans Highway Maintenance Worker

EITHER I

One year of experience in the California state service performing the duties of a Service Assistant (Maintenance).

OR II

One year of experience in general laboring work in construction or maintenance. (Education equivalent to completion of the eighth grade may be substituted for the required experience.)

Caltrans Landscape Maintenance Worker

EITHER I

One year of experience in the California state service performing the duties of a Service Assistant (Maintenance).

OR II

One year of experience in maintaining orchards, vineyards, truck crops, nursery stock, or landscape plantings. (Education equivalent to completion of the eighth grade may be substituted for the required experience.)

Caltrans Equipment Operator I

EITHER I

One year of experience in the California state service performing the duties of a Caltrans Highway Maintenance Worker or Caltrans Landscape Maintenance Worker.

OR II

Either:

1. Two years of experience in the California Department of Transportation performing the duties of a Service Assistant (Maintenance) including training in and operation of highway maintenance or construction equipment.
or
2. One year of experience within the last five years (this time limitation is extended for a period equivalent to that spent in recognized military service during the last five years) in operating highway construction or maintenance equipment or in operating light trucks requiring a Class B commercial driver license. or

3. Possession of certification as a Heavy Equipment Operator Technician from a college or university accredited by the California Superintendent of Public Instruction, or a college or university approved by the Bureau on Private Postsecondary and Vocational Education, under the provisions of California Education Code Chapter 3, Part 59, Division 10.

Caltrans Equipment Operator II

EITHER I

One year of experience in the California state service performing the duties of a Caltrans Equipment Operator I.

OR II

Two years of experience in the California state service performing the duties of a Caltrans Highway Maintenance Worker, Caltrans Landscape Maintenance Worker, or Tree Maintenance Worker.

OR III

Either:

1. Three years of experience in the California Department of Transportation performing the duties of a Service Assistant (Maintenance) including training in and operation of heavy or complex maintenance or construction equipment. or
2. Two years of experience within the last five years (this time limitation is extended for a period equivalent to that spent in recognized military service during the last five years) in operating highway, structure, emergency service, landscape, or construction equipment. or
3. Possession of certification as a Heavy Equipment Operator Technician from a college or university accredited by the California Superintendent of Public Instruction, or a college or university approved by the Bureau on Private Postsecondary and Vocational Education, under the provisions of California Education Code Chapter 3, Part 59, Division 10.

Caltrans Highway Maintenance Leadworker

Three years of experience in the California state service performing the duties of a Caltrans Highway Maintenance Worker, Caltrans Landscape Maintenance Worker, Caltrans Equipment Operator I, or Caltrans Equipment Operator II, or any combination of experience in these four classifications which results in three years' experience.

Caltrans Landscape Maintenance Leadworker

Possession of a Qualified Applicator Certificate, Landscape Maintenance or Right-of-Way Pest Control Category, issued by the California Environmental Protection Agency (Cal-EPA). (Possession of the certificate is not required to compete in the examination, but it must be obtained prior to appointment.) and Either I Three years of experience in the California state service performing the duties of a Caltrans Highway Maintenance Worker, Caltrans Landscape Maintenance Worker, Caltrans Equipment Operator I, or Caltrans Equipment Operator II, or any combination of experience in these four classifications which results in three years' experience.

OR II

Three years of experience in planting and caring for shrubs, trees, flowers, and ground cover, at least one year of which must have been in public parks, large private estates, institutions, commercial nursery landscaping, or in highway landscape maintenance work. (College training in a two-year course in landscaping or in horticulture, or its equivalent, may be substituted for two years of the required experience on a year-for-year basis.)

Caltrans Maintenance Supervisor

EITHER I

One year of experience in the California state service performing the duties of either a Caltrans Highway Maintenance Leadworker or Caltrans Landscape Maintenance Leadworker.

OR II

Three years of experience in the California state service performing the duties of any or a combination of the classes Caltrans Highway Maintenance Leadworker, Caltrans Landscape Maintenance Leadworker, Caltrans Equipment Operator I, or Caltrans Equipment Operator II.

Knowledge, Skills, and Abilities

All Levels:

Knowledge of: Operation and care of automotive equipment including light trucks; minor construction, repair, and maintenance work; and basic safe work practices to protect their own safety and health and that of others.

Ability to: Communicate and follow directions at a level required for successful job performance; do heavy manual labor; and keep records.

Caltrans Equipment Operator I

Knowledge of: In addition to knowledge listed for all levels, provisions of the California Vehicle Code applying to the operation of vehicles; regulations and safety practices; highway or structure maintenance procedures; highway, structure, emergency service, or landscape maintenance and construction equipment including operation, servicing, minor adjustment, and emergency repairs to such equipment; the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program; and knowledge of basic safe work practices.

Skill in: Operating highway, structure, and emergency service equipment, making minor adjustments and emergency repairs to such equipment.

Ability to: In addition to abilities listed for all levels, assist in work relating to the maintenance of highway, structure, and landscaped areas.

Caltrans Equipment Operator II

Knowledge of: In addition to knowledge listed for all levels, provisions of the California Vehicle Code applying to the operation of vehicles; regulations and safety practices pertaining to highway emergency services; fire suppression techniques; emergency first aid; familiarization with various highway, structure, emergency service, or landscape maintenance and construction equipment including operation, servicing, minor adjustment, and emergency repairs to such equipment; the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program; and knowledge of basic safe work practices.

Skill in: Operating a variety of complex or heavy maintenance equipment, and making minor adjustments and emergency repairs to such equipment.

Ability to: In addition to abilities listed for all levels, assist in work relating to the maintenance of highway, structure, and landscaped areas.

Caltrans Highway Maintenance Leadworker

Knowledge of: In addition to knowledge listed for all levels, procedures, tools, and equipment used in construction and maintenance of highways and structures; provisions of the California Vehicle Code as it applies to the operation of motor vehicles; regulations and safety practices pertaining to highway emergency services; fire suppression techniques; emergency first aid; operation and care of highway equipment; methods of mixing portland cement concrete and mixing and applying asphalt and stone chips for pavement patching; rules and regulations pertaining to highway or structures maintenance practices; principles of effective supervision; safety practices and traffic regulations; the basic occupational safety and health regulations contained in Title 8 Industrial Relations Construction and General Industry Safety Orders; safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program; knowledge of basic safe work practices; and the leadworker's role in maintaining an effective Injury and Illness Prevention Program.

Ability to: In addition to abilities listed for all levels, interpret simple blueprints and sketches; direct the work of others; keep time records and simple cost records of materials, equipment, and expenses; operate and care for construction, maintenance, emergency service, and landscape equipment; analyze situations accurately and take effective action; exercise sound public relations techniques; and operate radio communication equipment.

Caltrans Landscape Maintenance Leadworker

Knowledge of: In addition to knowledge listed for all levels, methods, materials, and equipment used in planting and maintaining shrubs, various types of ground cover, and trees; shrubs, ground cover, and ornamental trees grown in California; erosion control; plant pests and diseases and methods of their control and eradication; mixing and application of various pesticides; principles of effective supervision; safety practices and traffic regulations; the basic occupational safety and health regulations in Title 8 Industrial Relations Construction and General Industry Safety Orders; safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program; knowledge of basic safe work practices; and the leadworker's role in maintaining an effective Injury and Illness Prevention Program.

Ability to: In addition to abilities listed for all levels, interpret simple blueprints and sketches; direct the work of others; keep time records and simple cost records of materials, equipment, and expenses; assist in work relating to maintenance of highways; operate and care for construction, maintenance, and landscape equipment; and analyze situations accurately and take effective action.

Caltrans Maintenance Supervisor

Knowledge of: In addition to knowledge listed for all levels and for Caltrans Highway Maintenance Leadworker and Caltrans Landscape Maintenance Leadworker, materials, methods, and equipment used in the construction and maintenance of highways and structures; operation and maintenance of equipment and tools used in highways or structures maintenance and construction; characteristics of heavy maintenance and construction equipment; provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles; rules and regulations pertaining to highway and structure maintenance practices, including placing of detour and warning signs; accident prevention techniques; rules and regulations pertaining to inspection on encroachments; use of modern methods of propagating, planting, cultivating, and caring for trees, shrubs, flowers, and various types of ground cover; safety practices; fire prevention techniques; emergency first aid; plant pests and diseases and the methods for their control and eradication; methods, materials, equipment, and tools used in highway landscaping work; principles of effective supervision; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment; the basic occupational safety and health regulations contained in Title 8 Industrial Relations Construction and General Industry Safety Orders; safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program; knowledge of basic safe work practices; and the supervisor's role in maintaining an effective Injury and Illness Prevention Program.

Ability to: In addition to abilities listed for all levels and for Caltrans Highway Maintenance Leadworker and Caltrans Landscape Maintenance Leadworker, plan, organize, and direct the work of others; identify flowers, trees, and shrubs commonly grown in California; plan minor highway landscaping projects; maintain sprinkling and drainage systems; operate and care for maintenance and landscape equipment; inspect contract landscaping work for compliance with contract specifications; read and interpret landscaping plans and specifications; prepare preliminary budget estimates and reports; assist in work relating to the maintenance of highways and structures; read grade and slope stakes and install culverts and rock retaining walls; interpret simple blueprints and sketches; keep records of employees' time and materials and equipment used; detect unsafe conditions and practices and plan, organize, conduct, and evaluate safety training programs; analyze situations accurately and adopt an effective course of action; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Additional Desirable Qualifications

All Levels:

Equivalent to completion of the 12th grade.

Caltrans Equipment Operator I

Caltrans Equipment Operator II

Possession of P (Passenger/Bus) and H (Hazardous Materials) endorsements.

Caltrans Highway Maintenance Leadworker

Caltrans Landscape Maintenance Leadworker

Possession of a valid and unrestricted Class A commercial driver license with P (Passenger/Bus) and H (Hazardous Materials) endorsements.

Caltrans Maintenance Supervisor

Possession of a valid and unrestricted Class A or Class B commercial driver license with P (Passenger/Bus), H (Hazardous Materials), and N (Tank Vehicle) endorsements and possession of a qualified applicator certificate for pesticides issued by CAL-EPA.

Drug Testing Requirement

Caltrans Highway Maintenance Worker

Caltrans Landscape Maintenance Worker

Caltrans Equipment Operator I

Caltrans Equipment Operator II

Caltrans Highway Maintenance Leadworker

Caltrans Landscape Maintenance Leadworker

Applicants for positions in these classes are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

Class History

Class	Date Established	Date Revised	Title Changed
Caltrans Highway Maintenance Worker	12/01/1961	07/19/2011	07/17/1979
Caltrans Landscape Maintenance Worker	02/06/1964	07/19/2011	07/17/1979
Caltrans Equipment Operator I	10/03/2000	07/19/2011	--
Caltrans Equipment Operator II	1931	07/19/2011	10/03/2000
Caltrans Highway Maintenance Leadworker	07/09/1931	07/19/2011	07/17/1979
Caltrans Landscape Maintenance Leadworker	09/11/1953	07/19/2011	07/17/1979
Caltrans Maintenance Supervisor	09/17/1979	07/19/2011	--
Caltrans Maintenance Series History - Dates Established, Revised, and Title Changed			

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