

01-5-060

CALIFORNIA DEPARTMENT OF TRANSPORTATION

DUTY STATEMENT

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
CALTRANS MAINTENANCE LEADWORKER	DISTRICT 01/MAINTENANCE/IDLEWILD	
WORKING TITLE	POSITION NUMBER	EFFECTIVE
CALTRANS MAINTENANCE LEADWORKER	901-645-6285	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability. Your efforts are important to each member of the team and crew, as well as those we serve.

GENERAL STATEMENT

Under the direction of a Caltrans Road Maintenance Supervisor or designee, the Caltrans Maintenance Leadworker will assist the CMS in planning and directing the work of the crew engaged in maintenance or construction work on State Highways or highway property. The incumbent assumes the duties of the Supervisor for short durations in the supervisor's absence. The incumbent will be required to service, maintain and operate category 2 & 3 equipment with the required Class B commercial driver's license with tank vehicle endorsement, a Class A is desirable. May be required to perform any of the duties outlined under Caltrans CEO II, CEO I, Caltrans Highway or landscape Maintenance Worker as part of their normal assignment. Incumbent may be required to work rotating shifts including nights, weekends and holidays. Incumbent duties will also require initiating usage of the districts Lane Closure System.

TYPICAL DUTIES:

Percentage

Essential (E)/Marginal (M)

- 40% (E) Assist the supervisor with planning and direction of the work. Work with crew engaged in assigned tasks or work without aid of the crew. Incumbent may be asked to do special assignments such as training, safety projects, survey, etc. Other tasks may include heavy manual labor, AC paving, shoulder grading, mowing, pruning, ditch cleaning digouts, pavement patching, replacing or repairing guide markers, sign installation, clean ditches/drains/culverts, traffic controls, removal of animal carcasses, litter pickup, guardrail and fence repairs, bridge repair, record and timekeeping. Assist supervisor in ensuring that safety policies and procedures are followed by the crew.
- 25% (E) Will operate Category 2 & 3 equipment and with proper licensing, will operate Category 1 equipment. Train others in the safe and efficient operation of Caltrans trucks and equipment and other necessary tools to complete the assigned tasks.
- 15% (E) Paperwork management, including all filing, all types of reports for Safety and other functions, computerized timekeeping in the IMMS program and purchasing.

- 10% (E) Respond to emergencies on the highways for traffic control, facilities repair, storm patrol and cleanup, spill materials cleanup, etc.
- 10% (M) In the absence of the supervisor, assume the duties of a Caltrans Maintenance Supervisor in planning, scheduling, and the supervision of the highway maintenance crew.

SUPERVISION OF OTHERS:

Normally does not supervise others, except in the absence of the supervisor.

KNOWLEDGE, ABILITY, AND ANALYTICAL REQUIREMENTS:

The incumbent must have the knowledge of operation and care of equipment and trucks. They must have the ability to communicate and follow directions at a level required for a successful job performance and must be able to keep records. During all of these duties, the employee will put safety for himself, his fellow employees, the environment and the public first.

WORK ENVIRONMENT:

The Leadworker must work well with others in a cooperative manner and develop good working relationships. May be subject to and have the ability to handle irate public in a calm manner and possess the ability to resolve emotionally charged issues reasonable and diplomatically. Will be required to work in weather conditions including rain, wind, fog, extreme cold, snow and ice, heat and direct sun.

PUBLIC AND INTERNAL CONTACTS:

Leadworker may be required to lift heavy objects, operate power hand tools and small equipment, and work extended shifts. Will be expected to respond to emergencies at night and on weekends in a timely manner.

CONSEQUENCE OF ERROR:

A poor decision could result in serious injury or death to you, another Caltrans employee, or a member of the traveling public. Poor judgment may also result in damage to equipment or highway facilities.

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 (Please Print)

SIGNATURE

DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Please Print)

SIGNATURE

DATE