

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS HIGHWAY MAINTENANCE LEADWORKER	OFFICE/BRANCH/SECTION DISTRICT 01/MAINTENANCE/	
WORKING TITLE CALTRANS HIGHWAY MAINTENANCE LEADWORKER	POSITION NUMBER 901-XXX-6285-	EFFECTIVE DATE November, 2014

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. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under the direction of a Caltrans Maintenance Supervisor or designee, the Caltrans Highway 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		Job Description
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.

<sup>1</sup>ESSENTIAL 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**

Does not supervise others, except in the absence of the supervisor.

**KNOWLEDGE, ABILITIES, 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. Must possess a valid Class B driver's license with Tank endorsement; Class A is desirable.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES 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.

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### PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other divisions within Caltrans, as well as other departments and agencies. 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.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating equipment and light vehicles 18% of the time on a year-around basis. The remainder of the activity is labor.

Standing, Sitting and Walking are described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

A. Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting and driving 50%.

B. Snowy day: Sitting and operating trucks (Class C), loaders, motor graders 70%; walking and standing, checking out equipment, 30%

C. Crack sealing: Standing and walking 95% of the day

D. Paving: Operating trucks, motor graders, loaders, pavers, 45% of day. Standing and walking, raking and shoveling, 45% of day.

E. Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle 95% of day

F. Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting 95% of the day

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to: tire chains for vehicles which may weigh as much as 75 lbs. per chain. In the winter months these could be handled on an every day basis; a post driver which weighs approximately 60 lbs.; assist with the loading and unloading of a tire in a rim which can weigh over 75 lbs. Another example of lifting is shoveling asphalt. Each shovel full lifted weighs approximately 15 lbs., and 1,000 to 1,500 lbs. of sand or asphalt per day, would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist. Installing marker post, at least two feet into the ground, requires lifting up and pulling down the 60 lb. driver 10 to 30 strokes per post, worker could install up to 40 markers per day.

Another type of lifting is light pickup – loading garbage bags with litter, which requires continuous bending and lifting.

Carrying – Bagged/boxed material, which may weigh 50 to 95 lbs., must be carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few pounds to 50 lbs. each. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be carried on uneven terrain.

Overhead reaching – Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per day, pruning, holding up signs off a ladder, servicing equipment on the lube hoist, signaling other workers, and throwing/loading material in equipment.

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Other Reaching – Setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs picking up cones; often done on a continuous basis, over 60% of the work shift.

Pushing/Pulling – Shoveling, opening garage doors, hooking up trailers; installing plows, sanders, kettles, pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing tires and chains; pulling down on post drivers. Pulling brush and limbs, animal carcasses, and pulling chains. Using a pole saw.

Twisting - The Operator twist while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones which weigh 10 pounds each.

Climbing/Balancing – Climbing is done in and out of equipment, up and down banks and used in fine manipulation of a chain slopes, ladders, stairways, (often carrying a load of material or supplies); onto steps and walkways to do engine checks on equipment. One example would be to climb on a heavy equipment trailer to secure the load with chain binders.

Bending/Crouching/Squatting/Crawling – The Operator often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The Operator also crawls around and underneath equipment while checking and servicing equipment, putting on or removing snow chains and tightening and/or assisting the replacement of various types of vehicles cutting blades.

Simple Grasping – This activity is necessary about 95% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials.

Fine Manipulation – This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment. A higher percentage of the time would be operating a chain saw, weed eater or similar equipment.

Importance of hearing and sight – both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

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### WORK ENVIRONMENT

Will be required to work in weather conditions including rain, wind, fog, extreme cold, snow and ice, heat and direct sun. 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.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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