STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
|---|---|---|
| CALTRANS HIGHWAY MAINTENANCE LEADWORKER | DISTRICT 01/MAINTENANCE/FENCE & GUARDRAIL | |
| WORKING TITLE | POSITION NUMBER | EFFECTIVE DATE |
| FENCE & GUARDRAIL MAINTENANCE LEADWORKER | 901-XXX-6285- | 06/09/2015 |

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, the incumbent will assist the CMS in planning and directing the work of the Fence & Guardrail crew and participate in assigned activities of the crew. The incumbent assumes the duties of the Supervisor for short durations in the supervisor's absence. 50% of the time may be mandated to work out of town on 'per diem'. Incumbent will also be working with other crews, when needed. 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.

## TYPICAL DUTIES:

| Percentage | Essential (E)/Marginal (M)[1] | Job Description |
|---|---|---|
| 40% | E | Assist the supervisor with planning and direction of the work keeping crew engaged in assigned tasks or work without aid of the crew. Incumbent will assists the Supervisor with the following tasks: scheduling work of the crew; assure that all equipment is serviced and maintained properly; lead the crew and give on the job training in a wide variety of maintenance functions; observe the crew to be sure that work habits follow the Code of Safe Practices and Chapter 8; provide for the safety of the crew and the traveling public; conduct safety meetings. Assist the Supervisor in preparing monthly and yearly workload plans. Determine (or assist the Supervisor in determining) equipment, personnel needs, along with the type and amount of material needed for regular maintenance functions. In order to identify problems needing attention, prepare and keep written records and reports such as: Accident Reports, Daily Time, and Production Reports, and equipment records. Makes inspection tours and checks equipment logs to ensure that all State and rental equipment are being used and maintained properly and safely. 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. |
| 15% | E | Perform various tasks in support of Fence & Guardrail crew such as repairing metal beam guardrail, median barrier, end terminals and various fences. Use hand and power tools such as cutting torches, pavement breakers, pneumatic tools, wrenches and come-along. Respond to emergencies on the highways for traffic control, facilities repair, storm patrol and cleanup, spill materials cleanup, etc. |
| 5% | 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. |

[1]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.

**ADA Notice** For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

## SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This is a non-supervisory position. Incumbent will act as Leadworker on a daily basis. Fills in for Supervisor in the absence of the Caltrans Maintenance Supervisor.

## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; operation of a maintenance area and the maintenance of equipment and tools used in highway maintenance and snow removal; the operating characteristics of the Maintenance Management System, Maintenance Manual Volumes I & II, Safety Manual, Code of Safe Practices, and Guide to Employee Conduct and Discipline. It is also desirable that the incumbent has a working knowledge of the IMMS Computer Program. Incumbent must also have knowledge of provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices.
Must possess a valid Class B driver's license with Tank endorsement; Class A and Hazardous Materials endorsement are desirable.
Ability to lead and direct the work of subordinate members of the assigned unit and to work safely around high-density traffic. Ability to maintain morale and discipline of the crew, and recognize deficiencies and hazards within the right-of-way
Ability to work effectively alone or with others.
Must be able to analyze various work situations accurately and make sound decisions.

## 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.

## PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public, and employee is expected to maintain a favorable public image for the State.

## 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 45% 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. Sign repairs and installation: Operating Digger Derrick truck 30%, standing and walking using hand tools and a ladder, and lift and handle heavy signs and timers 40% each, sitting and driving 30%.
B. 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 150 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 100 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

ounces 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.

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. Operate pole saws.

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 lbs.

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 with 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 or replacing grader 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 saw 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.

WORK ENVIRONMENT

Required to work in a wide range of sometimes extreme conditions, including heat up to 100 degrees, cold to 20 degrees. You can be exposed to strong winds, rain, sleet, and snow while performing your assignments.

Will be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

Personal safety requirements include:
A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
C. Long pants. No shorts or cutoffs.
D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department.

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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 |