02-S-001

CALIFORNIA DEPARTMENT OF TRANSPORTATION

DUTY STATEMENT

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
CALTRANS HWY MAINTENANCE LEADWORKER	DISTRICT 02/MAINTENANCE/MINERAL	
WORKING TITLE	**POSITION NUMBER**	
CALTRANS HWY MAINTENANCE LEADWORKER	902-675--6285-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible: working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT

Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent assists in planning, performing, and directing the work of the assigned unit on a daily, weekly, and monthly basis. Operates equipment identified as Category 1 and Category 2 used by the assigned unit, and works individually or with a crew performing tasks related to highway maintenance work.

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)

50% (E) Lead and participate in daily unit projects.

20% (E) Operate Category 1 and Category 2 equipment used by the assigned unit.

15% (E) Under the direction of the Maintenance Supervisor, on a daily, weekly, and monthly basis, the Leadworker 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, the type and amount of material needed for regular maintenance functions. Maintain the morale and discipline of the crew. Using diplomacy and tact, answer questions from the public regarding maintenance policies or procedures. Recognizes deficiencies and hazards within the right-of-way. 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. Maintain a cordial working relationship with other State and Government agencies and the general public.

10% (E) Accomplish tasks normally performed by unit. Such tasks may include, but are not limited to, paving, shoulder grading, mowing, ditch cleaning, dig outs, pavement patching, repair or replacement of guide markers, signs, fence, guardrail, clean culverts, traffic control, litter pick up, maintenance of roadside rests, any other duties that would normally be assigned to a Caltrans Equipment Operator I, Caltrans Equipment Operator II, or Caltrans Highway Maintenance Worker.

5% (M) Equipment Care: Servicing, minor repairs, adjustments, emergency repairs, cleaning of equipment and keeping all pertinent records.

SUPERVISION AND GUIDANCE RECEIVED:

Employee will receive supervision from a Caltrans Maintenance Supervisor in charge of the assigned unit. There are times when incumbent may work for other Supervisors and/or work units, as workload requires.

SUPERVISION EXECUTED OVER OTHERS:

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

KNOWLEDGE, ABILITY, AND ANALYTICAL REQUIREMENTS:

Must have a thorough 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 and 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 MMSI 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.

Possession of a valid Class B California Driver License with tanker endorsements.

Ability to lead and direct the work of subordinate members of the assigned unit and to work safely around high-density traffic.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Error may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Failure to make timely and proper decisions could endanger human lives and property, and result in lawsuits.

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. At times may deal with the media.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

"Employee must have the ability to refrain from insubordination, follow supervisor's instructions, "get along" with supervisors and co-workers, avoid violent behavior, understand and follow Caltrans policies, and avoid disruptive or harassing behavior".

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 vehicles up to 50% of the time on a year-around basis. The remainder of the activity may be 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 large trucks, loaders, motor graders and snow blowers 90%; walking and standing, checking out equipment, 10%

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

D. Chip sealing: Standing, operating truck, loader, spreader, 80% to 90% of day

E. Paving: Operating trucks, motorgraders, loaders, pavers, 45% of day. Standing and walking, raking and shoveling, 45% of day.

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

G. 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.

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 120 degrees, cold to –15 degrees, strong winds, rain, sleet, and snow.

During the winter months the workweek is normally 5/8-hour days. During the summer months the workweeks may be changed to 4/10-hour days. The scheduling of the 5/8 days or the 4/10 days is at the discretion of the District Management. Incumbent may be scheduled to work the night shift during the months of December, January, February, and March or as scheduled by the Maintenance Supervisor.

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.

Some crews are designated travel crews and work out of town on a per diem basis up to 80% of the year.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

_____
EMPLOYEE (Print)

_____ _____
SIGNATURE DATE

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

_____
SUPERVISOR (Print)

_____ _____
SIGNATURE DATE