

CLASSIFICATION TITLE CALTRANS HIGHWAY MAINTENANCE LEADWORKER	DISTRICT/DIVISION/OFFICE 03/709 Sutter/Sierra Region	
WORKING TITLE CALTRANS HIGHWAY MAINTENANCE LEADWORKER STORM WATER	POSITION NUMBER 903-709-6285-	EFFECTIVE

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:

Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent provides lead guidance and works individually or with a crew performing tasks related to highway maintenance work. This crew is responsible for implementing, maintaining, and installing storm water Best Management Practices (BMPs) throughout the Sutter/Sierra Region in District 3, extensive travel is involved. Operates equipment identified as Category 2 used by the assigned unit; with proper licensing, will operate Category 1 equipment. Will be required to assist with snow removal. Class B Drivers License with Tank endorsement is required; Class A is highly desirable.

TYPICAL DUTIES:

**Percentage
 Essential (E)/Marginal (M)**

- 50% (E) Leads and participates in Unit assignments. Assists in planning, performing, and directing the work of the assigned unit on a daily, weekly, and monthly basis. Operates a variety of trucks and construction equipment including but not limited to 3/4 ton, 5th wheel tractor and trailer, forklifts, loaders, plows trucks, graders, ten wheel trucks, Vac-con units, sweepers, cone trucks and arrow boards. Also makes minor adjustments, services, and emergency repairs to equipment.

- 30% (E) Performs various tasks associated with erosion control, maintains and cleans drains/sand traps, stencils drains, and installs storage site BMPs District-wide. Equipment used may include, but no be limited to: catch basin and sewer line cleaner. Performs roadside maintenance; traffic control, including flagging. Assists with snow duty, requiring work in the mountains during storms in the winter months performing duties that will vary from chain control to operating snow removal equipment.

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- 15% (E) Performs heavy physical labor associated with storm water BMP installation and maintenance. Common hand tools used, could be, but are not limited to: shovels and brooms.
- 5% (M) May cover for Supervisor during temporary absences. Keeps minor records and completes various reports such as mileage, fuel, or materials usage.

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

SUPERVISION EXERCISED 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, ABILITIES AND ANALYTICAL REQUIREMENTS

Requires knowledge of the operation and care of automotive and highway maintenance equipment. Provisions of the California Vehicle Code as it applies to the safe operation of motor vehicles. Regulations and safety practices pertaining to highway maintenance equipment and operations, procedures, regulations, safety practices, tools and equipment used in construction and maintenance of highways, structures, and emergency first aid.

Ability to: Read and write English at a level required for successful job performance. Perform heavy manual labor. Follow oral and written instructions, keep records, interpret simple blueprints. Operate radio equipment.

Possession of a valid Class B California Driver License with tank endorsement; Class A is 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 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

Errors 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

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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 divisions 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

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 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, motor graders, 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

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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

The scheduling for this crew is 4/10's in the summer months, and 5/8's in the winter months.

Required to work in a wide range of sometimes extreme conditions and is required to perform snow duty.

May 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.

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.

This crew will be assigned to work Region-wide with out of town travel on a per diem basis up to 60% of the year.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE