

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Leadworker	OFFICE/BRANCH/SECTION District 4/Maintenance/North Bay	
WORKING TITLE Highway Maintenance Leadworker	POSITION NUMBER 904-610-6285-xxx	EFFECTIVE DATE 09/22/2014

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 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 incident and emergency response functions as part of the District 4's Bay Area Incident Response System (BAIRS).

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. During all of these duties, the employee will put safety for himself/herself, his/her fellow employees, the environment and the public first. Make sure all 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, purchasing, scheduling, and the supervision of the highway maintenance crew.
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.

¹ESSENTIAL 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

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Normally 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.

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

The Leadworker will maintain regular, personal contact with their Supervisor, Area Superintendent, crew and other employees. The Leadworker must be able to exercise sound public relation techniques and use prudent judgment when representing the Department with the public and District personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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.

WORK ENVIRONMENT

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 clam manner and posses the ability to resolve emotionally charged issues reasonably and diplomatically. Will be required to work in weather conditions including rain, wind, fog, extreme cold, snow and ice, heat and direct sun.

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