

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS HIGHWAY MAINTENANCE LEADWORKER	04-MAINTENANCE/TOLL BRIDGE REGION	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
BRIDGE MAINTENANCE LEADWORKER	904-670-6285	

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 general direction of the Bridge Supervisor within the toll bridge region, Incumbent works with and assists in supervising the work of a crew engaged in Bridge Maintenance, Toll Booth scrubbing, Emergency Roadway Service and construction work. The incumbent may operate and/or service highway maintenance, landscape or construction equipment described under Levels of Equipment for Caltrans Maintenance Worker, Caltrans Equipment Operator I, and Caltrans Equipment Operator II. Incumbent will learn to operate other equipment. Directs, instructs, inspects and performs the repair of concrete, asphalt, epoxy overlays for bridge decks and roadways, Incumbent makes repairs of structural steel, concrete and timber structures.

Must be willing to work non-traditional work schedules to accommodate special events, emergencies or projects that effect the Region or Caltrans. Employee is required to maintain a Class "B" driver's license. Class "A" with tank vehicle endorsement is desired.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
50%	E	Assists the supervisor in time keeping, data entry, and laying out and overseeing maintenance or scrubbing crew work on Toll Bridges, Toll Plazas and Vista Points and works with a crew performing these tasks. Ensures that State equipment is properly operated and maintained.
25%	E	Incumbent will be required to order material for the various functions his/her crew is performing and keep records of labor, equipment and materials used.
20%	E	Perform minor repairs to maintenance stations, Toll Plazas facilities including but not limited to window replacement, toilet repair, and painting.
5%	M	Complete 6 month vehicle inspections, review and sign pre-operational / post-operational forms and schedule equipment repairs as needed.

<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**

As operational needs dictate incumbent will direct the crew's operation and, in the absence of the Bridge Supervisor, is responsible for all activities of the crew.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

This position requires the knowledge of approved methods, materials, tool and equipment required to safely completing the tasks as described above. Knowledge and ability to operate computer and electronic systems. Ability to read writes and converses in the English language at a level appropriate to the classification. It is desirable, not mandatory to have a class "A" Drivers License. The incumbent must possess a valid class "B" Drivers license.

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

---

## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incorrect decisions or error in judgment could result in improper work practices that may endanger the safety of both Caltrans employees and the public. Many of the issues are often of an extremely sensitive and confidential nature, which have an impact on all District Maintenance employees. A serious error could result in an employee grievance, possible violation of health and safety standards, not meeting Maintenance program objectives, or extensive legal/monetary liability

---

## PUBLIC AND INTERNAL CONTACTS

The nature of a Leadworker's work is such that it requires working in close cooperation and communication with other crew's members, State Agencies and at time the traveling public. They are responsible to ensure that the activities of their crew(s) which are highly visible to the traveling public, project a favorable image at all times. The Leadworker's direct public contact is when handling claims for damage to bridge patrons' vehicles or in handling roadway emergencies. Their proper handling of these situations forms positive public opinion concerning the merit of public employees.

---

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical agility and physical fitness is a must to work on structures under continuous adverse weather conditions. Vision and hearing must be normal, or corrected to normal. Willingness to work rotating shifts including weekends, and to work at extreme heights from suspended scaffolding. Must be physically able to use specific types of respirators required for the various types of work.

---

## WORK ENVIRONMENT

- \*Extreme Weather Conditions
- \*Heights of over 250 feet
- \*High Wind Conditions
- \*Work Around Fast Moving Equipment
- \*Working Around Fast Moving Traffic
- \*Work Inside Bridge Structures
- \*Work Suspended Under Bridge Structures
- \*Work in Confined Spaces
- \*Work Around Paint and Solvents
- \*Work Around Lead Base Paints

---

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