

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Caltrans Highway Maintenance Leadworker	DISTRICT/DIVISION/OFFICE 04 /Maintenance / East Bay Region/Maint.	
WORKING TITLE Leadworker	POSITION NUMBER 904-690-6285	EFFECTIVE 09/2013

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; reporting to work regularly and on time; 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:

Incumbents, under the direction of a Maintenance Supervisor or designee, operate vehicles requiring a valid Class B commercial drivers license with tank vehicle endorsement, and other construction equipment when qualified, Class A is desirable. Work with and assist in directing the work of a crew engaged in maintenance or construction work on highways and structures, provide on the job training to crew in various aspects of maintenance operations, ensures all policies and procedures are adhered to, file reports, make time sheet entries, order or purchase supplies and equipment, conduct safety meetings and best maintenance practice reviews. May be exposed to loud noises, dust, fumes, various chemicals and solvents, extreme weather conditions, moving vehicular traffic and stressful situations. May work on hazardous spills within the right of way. May be exposed to poison oak, other irritating plants, insects and animals. Assumes the duties of the Supervisor for a short duration in the supervisor’s absence. Must have the ability to be flexible as changes occur. Must be able to recognize deficiencies and hazards within the right of way and be able to use diplomacy and tact when answering questions from the public, other government agencies and the press. **May be required to work rotating or irregular shifts including weekends and nights. Must be available for after hour call outs and have a reasonable response time.**

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% (E)	Maintenance, Construction, and Repair of roadbed surfaces-concrete and asphalt, pumps, traffic safety devises, barriers, drainage systems and sweeping of roadbed surfaces. Work with and provide guidance to crews engaged in this assigned work or work without aid of the crew.

- 20% (E) Paperwork and filing, including all types of reports for Safety, time keeping, purchasing, ordering supplies, employee conduct and discipline, damage to State property, inventory control and hazardous spills. This work includes the use of a computer and other office machines.
- 15% (E) Operate equipment, including equipment requiring a Class B commercial driver's license, from 1/2 ton pick ups through 10 cubic yard dump trucks, vactors, sweepers, loaders, fork lifts, boom trucks and backhoes. With proper licensing will operate Class A equipment.
- 5% (E) Train employees on equipment operation, maintenance functions, storm water awareness, and job specific operations. Enforce Caltrans safety requirements and regulations
- 5% (E) Maintenance and repair of gasoline and diesel engines, including oil and filter changes, lubrication, battery replacement, leak repair, routine tightening and replacement lose or missing bolts and fasteners. Properly stores and transports lubricants and waste materials.
- 5% (E) Use of power tools, including saws, breakers, drills and cutting tools.
- 5% (E) Estimate assigned maintenance and structure projects, including estimates on materials, equipment, labor, total cost, and skills required to complete work.
- 5% (M) Work in high places and underground within established rules, safety orders, and training.
- 5% (M) Facility upkeep, repairs, maintenance, clean up and custodial work, including Road Side Rests, Caltrans Maintenance Stations and Offices, Pumping Plants, and other similar facilities.
- 5% (M) Public Speaking as representative of Caltrans for events that could require interaction with persons within State service and the public.

SUPERVISION EXERCISED OVER OTHERS

The Caltrans Maintenance Leadworker assists the Supervisor providing guidance to a maintenance crew and at times will have direct supervision of the crew in the absence of the supervisor.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: Operation and care of automotive and construction equipment including but not limited to, trucks, loaders and excavators, cranes, and passenger vehicles.

Knowledge of: Highway and construction practices, designs and standards.

Knowledge of: All levels, procedures, tools, and equipment used in construction and

maintenance of highways and structures; provisions of the California Vehicle Code as it applies to the operation of motor vehicles; regulations and safety practices pertaining to highway emergency services; fire suppression techniques; emergency first aid; operation and care of highway equipment; methods of mixing portland cement concrete and mixing and applying asphalt and stone chips for pavement patching; rules and regulations pertaining to highway or structures maintenance practices; principles of effective supervision; safety practices and traffic regulations; the basic occupational safety and health regulations contained in Title 8 Industrial Relations - Construction and General Industry Safety Orders; safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program; knowledge of basic safe work practices; the leadworker's role in maintaining an effective Injury and Illness Prevention Program.

Ability to: Interpret simple blueprints, plans, and sketches; effectively communicate, direct the work of others; keep time records and simple cost records of materials, equipment, and expenses; operate and care for construction, maintenance, emergency service, and landscape equipment; identify hazards associated with highway maintenance and construction, analyze situations accurately and take effective action; exercise sound public relations techniques; operate radio communication equipment.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Poor or inadequate decisions could cause injury to yourself, co-workers, and the traveling public. Poor decisions could also cause excessive repair costs and negatively impact work production. Failure to make responsible decisions could adversely impact the flow of traffic, create excessive traffic delays, and a negative impact on Caltrans and / or commerce.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with California Highway Patrol representatives, members of the public, Local City and county governments as well as their Public Works staff, and all levels of Caltrans Departmental staff.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Must be physically able to perform heavy labor for long periods of time. Must work well with others in a cooperative manner. May be subject to and have the ability to handle irate public in a calm manner. Must possess the ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to develop and maintain cooperative working relationships. May be subjected to stressful situations

