

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Caltrans Highway Maintenance Leadworker	<b>DISTRICT/DIVISION/OFFICE</b> District 4 – Southwest Region	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b> 904-730-6285	<b>EFFECTIVE</b> 9/8/2014

**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:**

Under the direction of the Caltrans Maintenance Supervisor, the Highway Leadworker assists the Supervisor in oversight of and participates in the work of a Road maintenance crew, maintains the existing highway inventory which includes drainage, delineation, PCC pavements, asphalt pavements, emergency response, accident cleanup, traffic control in a safe and efficient manner.

The Incumbent will be required to operate vehicles requiring a valid Class B driver license issued by the Department of Motor Vehicles, a Class A driver license is desirable. Incumbent’s work hours will be 7:30 a.m. to 4:00 p.m., Monday through Friday. To help the Department with scheduling, the incumbent may be asked to work alternate work shifts such as but not limited to 9/80, 4/10, work nights or weekends.

**TYPICAL DUTIES:**

**Plan activities of assigned maintenance crew to determine staffing, equipment, and materials needed to accomplish the work by:**

<b>Percentage</b>	<b>Job Description</b>
Essential (E) Marginal (M) 50% (E )	Lead and participate in daily unit projects monitoring and insuring the safety of the crew in the work site.
15% (E )	The Leadworker operates Category 2 equipment used by the assigned unit, and if properly licensed, will operate Category 1 equipment.
10% (E)	Assists the Supervisor with the following tasks: estimating and authorizing quantities of materials needed for any given job; procuring and scheduling equipment, plans and executes weekly, monthly and yearly schedules. Coordinates with other Supervisors to share manpower and equipment; monitors work in progress and cost; inspects the area to determine maintenance deficiencies and priority needs and recommends types of work and quantities of materials. Closely reviews the work area for safety and departmental procedures; investigates and evaluates problems and accidents.
10% (E)	Accomplish tasks normally performed by unit. Such tasks may include but are not limited to paving, shoulder grading, ditch cleaning, dig outs, pavement patching, repair or replacement of guide markers, signs, fence, guardrail, clean culverts, traffic control, litter pick up, 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) Implements and/or maintains a training plan for all employees on equipment, personal needs and mandated training to help the employees to safely and efficiently perform their duties.
- 5% (M) Provides equipment, development, and safety training and specific work direction to the employees.
- 5% (M) Inspects equipment and ensures State property is properly protected and maintained.

**SUPERVISION EXERCISED OVER OTHERS:**

This position is responsible for assisting in the direction of a Maintenance Crew that includes equipment operators and maintenance workers. 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:**

- Knowledge of the Department of Transportation current Vegetation Control policy, which refers to the treatment of all plants growing within highway rights of way, whether native or in landscape areas.
- Knowledge of standard methods and materials use in maintaining, renovating, and replanting highway landscape and highway facilities, including irrigation, chemical spraying, fertilizing and replanting.
- Knowledge of standard methods and materials use in maintaining, repairing, and replacing highway pavement and highway facilities, including asphalt, Portland Cement Concrete, drainage repair, highway delineation and more.
- Knowledge of the California Vehicle Code as it applies to the loading and operation of motor vehicles.
- Knowledge of State laws and agency rules and regulations pertaining to highway maintenance procedures and equipment operation of assigned crew.
- Knowledge of proper traffic control procedures including highway signing, flagging, and coneing to perform work safely and efficiently on busy highways.
- Knowledge of emergency procedures for directing traffic due to motor vehicle accidents, spins, and slides including lane closures and detours.
- Ability to plan and direct the work of employees, and special program groups personnel.
- Ability to access landscape plants condition and needs, irrigation operating system, and landscape and roadside deterioration in order to determine the need for repair or corrective action.
- Ability to access road conditions, hazards, and surfaces deterioration in order to determine the need for repair or corrective action.
- Ability to adjust to change, work pressures, or difficult situations without undue stress.
- Ability to communicate effectively, orally and in writing in English with a diverse group of people.
- Skill to explain to crewmembers and implement new procedures changes in operations and revision in law and policy.
- Skill to use and operate maintenance and repair of a wide variety of highway maintenance equipment, including proper methods and procedures for the type of material and activity on which the equipment is being operated.
- Skill to train others and assist with the evaluation of progress.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

The Caltrans Highway Maintenance Leadworker is responsible to carry out all safety requirements of the assigned crew. Poor or inadequate decisions can be costly to the Department in terms of the usage of resources or in the need for additional maintenance resulting from work products of poor quality.

**PUBLIC AND INTERNAL CONTACTS:**

The Caltrans Highway Maintenance Leadworker has daily contact with crewmembers, as well as the public, to provide information, and to respond to complaints and emergencies in all areas of highway maintenance, incident response or dispatch. The Caltrans Highway Maintenance Leadworker has frequent contact with higher level managers to review accomplishments and plan future activities. Caltrans Highway Maintenance Leadworker not only contacts other maintenance units regularly to coordinate equipment and personnel exchange, but will also contact local government officials and law enforcement agencies that provide services.

**PHYSICAL, MENTAL AND EMOTIONAL EQUIREMENTS:**

The Caltrans Highway Maintenance Leadworker will be required to wear safety equipment such as earplugs, hard hats, move heavy objects, stand or sit for prolonged periods. May also be required to bend, stoop, or kneel. May be required to assist in the clean up in the event of an accident involving drivers and or hazardous spills. Must have ability to develop and maintain cooperative-working relationships, responds appropriately to difficult situations, recognizes emotionally charged issues or problems, and acknowledge the various responses.

**WORK ENVIRONMENT:**

Incumbent will be exposed to the following conditions; various shifts; loud noise; dust; pollen; chemicals; extreme weather conditions; dead animals; moving traffic; vehicle accidents; insects and other environmental conditions associated with Highway Maintenance.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE