

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS HIGHWAY MAINTENANCE LEADWORKER	04/Maintenance/Specialty Region/Signs	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS HIGHWAY MAINTENANCE LEADWORKER	904-760-6285-XXX	03/03/2015

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 a Caltrans Maintenance Supervisor, incumbent works with a crew in the repair, installation, removing and cleaning of ground mounted and overhead signs. This includes working on catwalks of overhead signs and use of personnel hoists in the cleaning of graffiti and cover plate installation. This also includes operation and care of light vehicles and commercial vehicles and equipment in the performance of sign repair and installation. Handles and lifts sign posts, signs and 50lb bags of sand. Must have knowledge of basic safe work practices and the provisions of the California Vehicle Code applying to the operation of vehicles, servicing, minor adjustments, and emergency repairs to equipment. Must have a class B license with tanker endorsement, class A desirable. Ability to communicate and follow simple written and oral directions, keep records, and perform heavy manual labor.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Incumbent will direct crews involved in maintaining, installing and cleaning all signs on state highways.
20%	E	Utilizing IMMS (Integrated Maintenance Management System) to input time for crew and work orders.
15%	E	Incumbent will be responsible for equipment and material preparation, such as sign posts, tools, and products used in the installation, maintenance and cleaning of signs.
10%	E	Traffic control, putting in lane and shoulder closures.
5%	M	Assisting other sign and delineation crews. Other duties as assigned.

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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Incumbent works with a 4 to 5 person crew under the direction of Caltrans Maintenance Supervisor, Caltrans Maintenance Area Superintendent or another Leadworker. The incumbent may act in a supervisory role when necessary.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Materials, methods, and equipment used in sign repair, cleaning and installation. Perform heavy manual labor, follow oral and written directions. Works in close cooperation with crew members, other branches, maintenance crews, other state agencies, city and county agencies, and the general public. Posses a valid Class "A" California Driver's License w/Tank endorsements.

May work irregular shifts, nights, or weekends as required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, decision making, and trouble shooting skills could affect public safety or result in tort liability for the department.

The work environment could also be rendered unsafe for employees involved in the project.

PUBLIC AND INTERNAL CONTACTS

Incumbent will routinely contact or interact with other Caltrans personnel, contractors, engineering consultants, and the general public. Including the knowledge of, And the use of the Public Information Office, These contacts may take the form of verbal or written communications relating to the assignment. The incwnbent will be in a high visibility position as a

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State representative.

Must have knowledge of the Public Information Office and be willing to refer public inquiries to them.

PHYSICAL,

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent must be physically capable of utilizing writing instruments, hand tools, manual digging tools and electric tools. Incumbent may be required to bend, stoop, twist, power grasp, use fine manipulation, stand, sit, squat, lift and pull during performance of their duties. Incumbent must have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding and working on catwalks on overhead signs. Incumbent should have visual and color acuity adequate for performing the essential functions of the job.

Mental: Incumbent must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide an end product that is safe and usable.

Emotional: Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties.

WORK ENVIRONMENT

The incumbent will be working on state highways and subject to weather changes.

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