

**POSITION DUTY STATEMENT**

PM-0924 (REV 03/2006)

CLASSIFICATION TITLE CALTRANS MAINTENANCE LEADWORKER	OFFICE/BRANCH/SECTION 04/Maintenance/Specialty Region/Signs	
WORKING TITLE CALTRANS MAINTENANCE LEADWORKER	POSITION NUMBER 904-760-6285-xxx	EFFECTIVE DATE 04/17/2014

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 as scheduled; 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:** (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS (INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS.) WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE (SUCH AS A DRIVERS' LICENSE.)

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. Ability to communicate and follow simple written and oral directions, keep records, and perform heavy manual labor.

**TYPICAL DUTIES:** (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
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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.

<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**

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.

**DESIRABLE QUALIFICATION**

Posses a valid Class "A" California Driver's License w/Tank endorsements.

**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.

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### **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 incumbent will be in a high visibility position as a State representative. Must have knowledge of the Public Information Office and be willing to refer public inquiries to them.

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### **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.

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### **WORK ENVIRONMENT**

The incumbent will be working on state highways and subject to weather changes. May work irregular shifts, nights, or weekends as required.

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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.)

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EMPLOYEE (Print)	DATE
EMPLOYEE	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR	DATE