

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Highway Maintenance Leadworker	District 5 – Maintenance – North Region: Saratoga Gap	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Maintenance Leadworker	905-620-6285-xxx	

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:

Incumbent works under the direct supervision of a maintenance supervisor. Acts as lead person with a maintenance road crew. Must be able to do basic computer work such as entering time. Must be able to respond to overtime when called upon. Incumbent operates vehicles requiring a Class B driver's license with a tank endorsement. Work with and assist in supervising the work of a crew engaged in maintenance or construction work on highways and highway structures. Incumbent may be assigned to perform special duties. The Leadworker should respond to call-out any time of the day or night for emergencies on the state highway. Incumbents work hours usually will be 7:30 AM to 4:00 PM, Monday through Friday. To help the Department with scheduling incumbent may be asked to work alternate work shifts: such as but not limited to 9/80, 4/10 or night work.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
65%	E	Assist the supervisor in planning and scheduling work for the crew or will plan and schedule alone in the absence of the supervisor. Provides training on equipment, tools and work methods. Attend training classes offered and legally mandated by the department. Ensures crew is properly trained and works safely and uses proper safety equipment and methods. Follows all departmental rules and regulations and ensures employees do the same. Will enter the daily time reports and other reports as necessary on the computer. Also will assist in ordering supplies for daily operations. Ensure proper BMP's are followed, assist with weekly tailgate safety meetings and filing in the supervisors office.
20%	E	Performs manual tasks and some equipment operation associated with the maintenance of the state highway system. Clean and clears culverts, ditches and other drainage structures of debris. Cut weeds and brush; pick up hazards from the traveled way and shoulder. Pick up dead animals and other debris on state right of way. Operates manual/power hand tools not limited to shovels, rakes, pitchforks, brooms, hand saws, pruning sheers, digging bars and litter pickers. Common power tools used could be but not limited to chain saws, weed eaters, compressors and hydro seeders. Moves a variety of heavy objects that could equal to or greater than 60 pounds such as concrete forms, bridge jacks, concrete/pothole patch bags and pails, tires, litter bags, limbs and tree parts by either lifting, pulling or pushing which can be performed manually or by machinery. Remove snow or place abrasives on travel way during snow storms or cold temperatures.
10%	E	Performs pre-operational and post-operational inspections and makes minor repairs and adjustments to vehicles and other equipment in the field or maintenance station sufficient to keep the equipment operational and in good condition. Performs custodial duties such as but not limited to sweeping, emptying trash and cleaning work areas and storage areas.
5%	M	May use products that could be hazardous or dangerous if not handled properly. Removes and installs traffic signs and maintains traffic control devices, which require using the proper tools and techniques.

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

May be called upon to act as the crew supervisor in the absence of the Supervisor for short periods of time.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge for the operation and care of automotive equipment including light trucks. Must also have some knowledge of minor construction, repair and maintenance work, provisions of the California Vehicle Code applying to the operation of vehicles, highway maintenance procedures, highway or landscape maintenance and construction equipment and operation, servicing, minor adjustments and emergency repair of such equipment.

Knowledge and skill in operating a variety of complex or heavy maintenance equipment and making minor adjustments and emergency repairs to such equipment.

Ability to communicate and follow oral and written directions at a level required for successful job performance.

Do heavy manual labor and keep records.

Assist in work relating to the maintenance of highways and structures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly service and maintain or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the operator and/or crew members.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with the California Highway Patrol, County Agencies, members of the public as well as all levels of Caltrans Management. Communicates effectively with District 5 maintenance staff including but not limited to other supervisors, superintendents and managers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear safety equipment such as earplugs, hardhat, eye protection, breathing apparatus and other safety equipment deemed necessary by the supervisor. The incumbent may be required to move heavy objects or stand/sit for long periods. Position requires bending, stooping and/or kneeling. May be required to assist in cleanup in the event of an accident involving injuries and hazardous spills. May have to walk on uneven surfaces, climb slopes and ladders. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses. Must have the ability to follow guidelines, policy and procedures and rules set by the Department.

WORK ENVIRONMENT

Incumbent can be expected to be outside most of the day in all kinds of weather. The work is physically demanding and requires stamina, agility and strength. The worker is not only subject to sunburn, poison oak, snake and insect bites but loud noise, dust and chemicals. In addition the job is hazardous because it is performed at the side of the road or in the roadway itself, where workers are exposed to vehicular traffic. Incumbent may be required to work rotating or irregular shifts including weekends, holidays, and nights and in emergency situations caused by storms, floods or traffic accidents.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE