STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Maintenance Leadworker	District 5 - Maintenance - Santa Maria	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Leadworker	905-640-6285-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:

Under the supervision of a Caltrans Maintenance Supervisor, the Maintenance Leadworker is responsible for overseeing and working with a maintenance crew engaged in maintaining the highways and related facilities. Incumbent must possess a Class B license. Incumbent may be assigned to perform non-leadworker duties as part of their normal assignment.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
55%	E	Schedule the work of special programs people and does safety orientations; Plan and schedule work for crew; provide training with an assortment of tools both manual and power. Perform weekly tailgate safety meetings and address crew safety concerns. May be asked to enter daily time keeping on computer; Do various other office duties such as but not limited to, monthly dump totals, fire extinguisher inspection, CCC monthly totals. Assist Supervisor to maintain and enforce Departmental policies and Directives. Conduct inventories of materials and equipment. Act as a pacesetter on the crew while monitoring safety devices for the work environment.
30%	E	Perform typical duties of maintenance and landscape maintenance such as but not limited to: programming and repair of roadbed, fence, guardrail, and roadside activities of mowing, brush and tree removal. Operate Class II equipment. Perform pre-op inspections on a variety of vehicles. Perform the manual tasks associated with the maintenance of state highways and bridges; cleans and clears culverts, ditches and other drain structures of debris; maintains road shoulders, Operate manual/power hand tools not limited to shovels, rakes, pitchforks, broom, hand saws, pruning shears, picks, digging bars and litter pickers. Common power tools used could be but not limited to chainsaws, weed eaters, hay blowers, compressors and hydro seeders. Operate 2-way radios; set traffic signs and message boards to guide motorists safely to their destination. Move a variety of heavy objects that could be equal to 60 pounds.
10%	M	Perform minor repairs and adjustments to vehicles and other equipment in the field sufficient to keep equipment operational and in good condition. Place traffic message boards and traffic signs to insure drivers have proper indicators and messages to guide them in driving safely to their destination using appropriate equipment and tools.
5%	M	Could be asked to perform custodial work duties such as but not limited to, sweeping, emptying trash, cleaning restroom facilities and replenishing supplies, etc.

[1]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

No supervision exercised over others. Provide lead direction to a crew of maintenance or landscape personnel.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of acceptable safety practices and traffic control. Knowledge of and the ability to take care of automotive equipment, including light trucks. Ability to assign and oversee the work of a maintenance crew; The incumbent must 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

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construction equipment and operation, servicing, minor adjustment, and emergency repair of such equipment. Ability to prepare time sheets, reports of production , etc. Ability to analyze situations accurately and adopt an effective course of action.

Ability to communicate and follow directions written or verbal at a level required for successful job performance; do heavy manual labor; keep records. Assist in work relating to the maintenance of highway, structure, and landscaped areas.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

During the absence of the Supervisor, the Maintenance Leadworker will make decisions affecting the actions of his/her subordinates during their scheduled routine activities. When confronted with emergency situations, the Leadworker's judgement should consider the protection of lives, the environment and property. Improper safety practices could cause serious accidents or injury to self, co-workers or the traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with California Highway Patrol representatives, County Health inspectors, members of the public as well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to wear safety equipment, such as earplugs, hard hats, latex gloves, rubber boots, coveralls, eye protections, breathing apparatus, move heavy objects, stand or sit for prolonged periods. Position requires bending, stooping, and/ or kneeling. May be required to assist in the clean up in the event of an accident involving drivers and or hazardous spills. May have to walk on uneven surfaces, climb slopes and ladders. Must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses.

WORK ENVIRONMENT

Incumbent can expect to be outside most of the day in all kinds of weather. The work is physically demanding and requires stamina, agility and strength. May be subject to not only sunburn, poison oak, snake and insect bites, loud noise, dust, and chemicals. May use products that could be hazardous or dangerous if not handled properly, such as insecticides, herbicides and toxic liquids, etc. 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. Worker may be required to work rotating or irregular shifts, including, nights and in emergency situations caused by storms and floods. Incumbent work hours will be 7:30 AM to 4:00 PM, Monday through Friday with Sat./Sun. off.

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