

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

Ref: 06-645-713

CLASSIFICATION TITLE CT HIGHWAY MAINTENANCE LEADWORKER	DISTRICT/DIVISION/OFFICE DISTRICT06 / MTCE. / MADERA 645/1621	
WORKING TITLE HIGHWAY MAINTENANCE LEADWORKER	POSITION NUMBER 906-640-6285-	EFFECTIVE 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 supervision of a Caltrans Maintenance Supervisor incumbent will operate vehicles requiring a Class 'A' Driver's License with a Tank endorsement and work with to assist in supervising the work of a crew in highway maintenance work. When fully trained is expected to operate with considerable independence. This is a maintenance yard which requires incumbent to assist in the planning, coordinating and direction of the crews, may be loaned out for snow removal operations as well as regular maintenance duties. May also be assigned to perform duties usually assigned to the class of Caltrans Landscape Maintenance Leadworker as part of their normal assignment. Work hours usually will be 0700 to 1530, with the possibility of changes during summer months as determined by the region. May be required to work rotating or irregular shifts including weekends and holidays. When not performing specified duties, may perform any duties of Highway Equipment Operator I & II and Highway or Landscape Maintenance Worker and do other related work.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

- 50% (E) Work with and assist in the supervision of a crew engaged in the maintenance and/or repair of highways and highway structures including the repair of payment, shoulders, fences, signs, and guardrail. Cleans drains, removes rocks, snow, litter and debris from highway. During winter, assist in the planning, coordinating and direction of the crew involved in snow removal and winter road condition operations. May also assist in maintaining highway landscape.

- 15% (E) Operation of motor vehicles and other motorized equipment which may include making minor repairs or adjustments.

- 15% (E) Assist the Caltrans Maintenance Supervisor on accident and spill emergencies. Set up road closures, detours, control traffic and cleanup work as needed.

- 15% (E) Assume the duties of the Caltrans Maintenance Supervisor, in his absence, doing necessary paperwork, training and planning the work of subordinates.

- 5% (M) May be loaned to other crews, areas, or divisions for operational need and may participate in Special Programs relating to Storm Water and Special Events.

SUPERVISION EXERCISED OVER OTHERS

Acts as the Leadperson with a crew to carry out assignments made by the supervisor.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- ◆ Must have knowledge of the methods, materials, tools and equipment used in the maintenance and repairs of highways and highway structures including pavement, shoulders, fence, signs and guardrail.
- ◆ Must have knowledge of the provisions of the California Vehicle Code as it applies to the operation of motor vehicles.
- ◆ Must have knowledge of the principles of effective supervision.
- ◆ Must have knowledge of safety practices and traffic regulations.
- ◆ Must have knowledge of the basic operational safety and health regulations in Title 9 Industrial Relations - Construction and General Industry Safety Orders.
- ◆ Must have knowledge of the safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program.
- ◆ Must have knowledge of basic safety work practices.
- ◆ Must know the Leadworker's role in the maintaining an effective Injury and Illness Prevention Program.
- ◆ Must have the ability to direct the work of others
- ◆ Must have the ability to keep time records and simple cost records of materials, equipment, and expenses.
- ◆ Must have the ability to assist in work relating to maintenance and landscape equipment including ability to make minor adjustments and repairs.
- ◆ Must have the ability to analyze situations accurately and take effective action.
- ◆ Must have the ability to deal with the public in a helpful and tactful manner.
- ◆ Must have ability to work with representatives from other departments and agencies.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

When confronted with emergency situations, the Caltrans Highway Maintenance Leadworker judgment 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, other government agency representatives and members of the public as well as all levels of Caltrans Management.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. The incumbent will be required to routinely move heavy objects weighing up to 50 lbs. or more, stand or sit for prolonged periods, bending, stooping, and or kneeling. The incumbent 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 situation, recognize emotionally charged issues or problems, and acknowledge the various responses.

WORK ENVIRONMENT

Incumbent will be required to work outside in all kinds of weather and subject to environmental conditions. The work is physically demanding and requires stamina and ability. The incumbent may be subject to not only sunburn, poison oak, snake and insect bites, but loud noise, dust, and chemicals. In addition, the job will require incumbent to work on or near roadways with vehicular traffic as well as working with and around heavy equipment, hot and/or pressurized materials/chemicals used for highway maintenance work. Workers may be required to work rotating or irregular shifts, including weekends, nights, holidays and in emergency situations.

I certify that I can perform the duties listed above with/without reasonable accommodation.²

EMPLOYEE

DATE

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

SUPERVISOR – Steven Soto

DATE