

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

| | | |
|--|--|----------------|
| CLASSIFICATION TITLE CT Highway Maintenance Leadworker | OFFICE/BRANCH/SECTION D6/Maintenance, North Region, Fresno Area | |
| WORKING TITLE Leadworker, Guard Rail/Chainlink Fence Crew | POSITION NUMBER 906-650-6285-XXX | EFFECTIVE DATE |

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 direction of a CT Maintenance Supervisor, the incumbent will assist the supervisor in planning and scheduling work, and in the field will oversee and lead the crew in Highway Maintenance. Incumbent may assume the duties of the CT Maintenance Supervisor in his absence, do necessary paper work, training and planning the work of subordinates. Incumbent is responsible for the safe placement of Temporary Traffic Control and technical repairs to Metal Beam Guard Rail "End-Treatment" systems, Crash Attenuation equipment, cable bridge railing and chain-link fences.

TYPICAL DUTIES:

| Percentage | | Job Description |
|---|---|---|
| Essential (E)/Marginal (M) ¹ | | |
| 45% | E | Work with and lead a crew engaged in the maintenance and/or repair of Metal Beam Guard Rail systems. Pruning of highway plantings for the purpose of increasing sight distance or clearance of Traffic Safety Devices including median barrier. Removal of litter and debris from highways. |
| 15% | E | Operation of motorized vehicles equipment, including those requiring a Commercial Driver's License. Also includes making adjustments or minor repairs. |
| 15% | E | Attend training, related to the upkeep and repair of traffic safety devices. Stay current with Metal Beam Guard Rail "End-Treatments" and crash attenuator technologies. Assist supervisor with training subordinates. |
| 10% | E | Assist the Caltrans Maintenance Supervisor with incident response, accidents; set up Temporary Traffic Control, make necessary repairs and cleanup work as needed |
| 10% | E | Assume the duties of the Caltrans Maintenance Supervisor, in his absence, doing necessary paperwork, training and planning the work of subordinates. |
| 5% | M | Assist with various administrative tasks including obtaining quotes for the purpose of purchasing highway maintenance supplies. |

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

Position requires personal leadership characteristics while working with a crew of Highway Workers and Equipment Operators carrying out assignments made by the supervisor. May act as supervisor in his/her absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent is expected to have a working knowledge of the methods, materials, tools, and equipment used in the installation, maintenance and repair of; Metal Beam Guard Rail, Thrie-Beam Barrier, Crash Attenuators, Chain link fence and other rails/fences:

The incumbent must be able to read, interpret engineered plans, work from schematics, drawings, and written specifications; operate power tools, machines and equipment used in construction trades work; estimate materials needed; maintain records and prepare reports; follow oral and written directions; direct the work of and get along well with others; read and write at a level appropriate to the classification.

Must have knowledge of the provisions of the California Vehicle Code as it applies to the operation of motor vehicles. Must know the leadworker's role in Department's Injury and Illness Prevention Program and have knowledge of Safety

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.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

and Health Policies and procedures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

When confronted with emergency situations, the Caltrans Highway Maintenance Leadworker 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, 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 can expect to be outside in all kinds of weather and subject to environmental conditions. The work is physically demanding and requires stamina and ability. In addition, the job will require incumbent to work on or near roadways with vehicular traffic. Incumbent may be required to work 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 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