STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT HIGHWAY MAINTENANCE LEADWORKER	08-665 Stormwater (EFIS # 2368)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CT HIGHWAY MAINTENANCE LEADWORKER	908-660-6285-	

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 CT Highway Maintenance Leadworker on the Stormwater Crew helps the supervisor plan and schedule the work of the crew. In the field, oversees and leads the work of the crew while inspecting and cleaning the storm water drainage system throughout the District. The incumbent will be required to work overtime including nights and weekends and will be required to work varied work shifts on a temporary or intermittent basis. This crew travels extensively throughout the District and will work out-of-town at least 50% of the time. May be loaned to other cost centers. The incumbent may be required to assist mountain camps during winter storm conditions. This position is represented under collective bargaining. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
75%	E	Oversees and leads the work of the stormwater crew inspecting and cleaning the drainage system including drop inlets, culverts, corrugated metal pipes, catch basins, sewer lines and all other associated structures. As needed will operate various maintenance and specialized equipment such as the vactor truck. Will oversee the power shovel (badger) operations. Will set and remove lane closures using early warning signs, cones and flares, and cone and back-up trucks. Will do manual labor as needed.
25%	M	Operates a computer and keeps records of personnel, equipment and materials used. Leads crew in repairing, maintaining and cleaning equipment, and crew and work areas.

[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

Assists the supervisor, and leads and oversees the work of a crew.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires knowledge of the methods, materials, tools and equipment used in the maintenance and cleaning the drainage system; knowledge of regulations and safety practices pertaining to the stated duties and provisions of the California Vehicle Code as they apply to the equipment used. Requires knowledge of safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program, safety rules and regulations related to assigned duties as stated in Chapter 8 of Volume 1of the Maintenance Manual, pertinent OSHA regulations, and basic safe work practices. Must have knowledge of regulations and safety practices pertaining to highway emergency services, fire suppression and first aid. Must know and follow policies and procedures for operating two-way radios; have knowledge of the principles of effective supervision; and must have and maintain a class B commercial driver's license and medical certificate.

The incumbent must have the ability to communicate and follow directions, both oral and written, at a level required for successful job performance; develop and maintain good working relationships with others; and deal tactfully with the public. Must have the ability to keep records of personnel, equipment and material used, and the ability to lead the work of others. Must be able to do heavy manual labor.

The incumbent must be able to analyze various situations accurately, make sound decisions and take effective action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Judgment is exercised in making decisions relative to the safety of the crew, traveling public, and private and state

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property while the crew is engaged in assigned duties. Poor decisions or inappropriate actions could jeopardize the safety of the crew or the traveling public, and could damage state and private property. Such acts could also result in monetary loss and embarrassment to the state.

PUBLIC AND INTERNAL CONTACTS

Has continuous contact with the crew. Will have frequent contact with the traveling public, especially during traffic control operations. Will have intermittent contact with various other individuals and agencies such as district and region office staff, and local and state law enforcement and fire and emergency personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sitting in/on and driving/operating maintenance and construction vehicles will be required. The incumbent will be required to do heavy manual labor including; moving/placing of heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, twisting, reaching, climbing, walking on uneven ground and prolonged standing. Will also be required to work at heights. Due to high noise level and material used in assigned duties, will be required to work with respirator and hearing protection devices in place. The incumbent must be able to cope with and respond to emergency situations such as those connected with traffic and weather conditions and other natural disasters. Will be required to deal tactfully and courteously with the public under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable and alert and aware at all times. The incumbent must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others.

WORK ENVIRONMENT

Although position is based in a maintenance station located in a metropolitan area, the incumbent will work in the field, on foot or operating equipment, as part of a crew that travels extensively throughout the district in the performance of their assigned duties. Will work in metropolitan, rural, desert and mountain areas on multi-lane freeways, and two-lane secondary roads. Weather conditions vary from a cold, windy and wet winter climate to a very hot and predominately dry summer climate. Occasional heavy thunderstorms can be expected in the summer months and heavy rain and/or snow is to be expected in the summer. Temperature extremes can range from well below freezing in the winter to well over 100 degrees on a consistent basis in the summer. Will be required to work outside in extreme temperatures and inclement weather. Will be exposed to noise, dust and chemicals, and will be required to wear long pants and appropriate footwear in good condition, and must wear provided personal protective safety equipment such as shirts or vests, hard hats, safety glasses and gloves, as well as other devices deemed necessary. Due to the requirements of this position, the incumbent will be required to adhere to the Department's facial hair policy and wear a respirator and hearing protection device. May be required to work alternate workweek and/or shift to meet operational requirements.

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)

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SUPERVISOR (Signature)	DATE