

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> CT HIGHWAY MAINTENANCE LEADWORKER	<b>DISTRICT/DIVISION/OFFICE</b> D6/MAINT./BAKERSFIELD/SP.CREWS.STENCIL	
<b>WORKING TITLE</b> STENCIL LEADWORKER	<b>POSITION NUMBER</b> 906-670-6285-XXX	<b>EFFECTIVE</b>

**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 'B' Driver's License with a Tank endorsement and works with and assists in supervising the work of a Caltrans stencil crew. May also be assigned to work with other Caltrans crews. Area will include Kern County and Southern Tulare County, travel may be required. Incumbent is expected to make good decisions independently, but also be able to solicit and accept help if needed or offered. Work hours usually will be Monday thru Friday, 7:00 AM to 3:30 PM. To help the Department with scheduling, incumbents may be asked to work alternate work shifts; such as but not limited to 9/80, 4/10 or night work based on crew assignment.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

- 45% (E) Work with and assist in the supervision of a crew engaged in the maintenance and/or repair of highway stencils. Planning and scheduling of jobs including traffic control and materials. Ensure that assigned equipment is clean and required services are done as scheduled.
- 25% (E) Ensure staff is properly trained and qualified to perform assignments. Monitor crews work habits, hold weekly safety meetings, and promote the Departments Injury, Illness Prevention Program. Motivate and develop staff to perform at higher levels and to develop professionally.
- 15% (E) Inspect facilities and equipment in order to ensure State facilities and equipment are used and maintained properly.
- 10% (E) Assume the duties of the Caltrans Maintenance Supervisor, in his absence, doing necessary

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paperwork, training and planning the work of subordinates.

- 5% (M) Answer employee and public questions regarding maintenance policy and procedure with tact and courtesy.

<sup>1</sup> 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 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 highway stencils.
- ◆ Must have knowledge of traffic control procedures contained in Chapter 8 of the Maintenance Manual.
- ◆ Must have knowledge of the provisions of the California Vehicle Code as it applies to the operation of motor vehicles.
- ◆ 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 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.
- ◆ Must be able to lift a minimum of 60 lbs. at least shoulder high, UNASSISTED.

***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.

**ADA Notice:** For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

Revised: D6-SR 03/2015

**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 60 lbs. or more, at least shoulder high, and without any assistance by coworkers, 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 situations, recognize emotionally charged issues or problems, and acknowledge the various responses. Required to respond to emergencies, accidents appropriately while maintaining the integrity of the Department of Transportation's, Mission, Vision, Goals, and Values.

**WORK ENVIRONMENT**

Incumbent can expect to be outside in inclement weather conditions and subject to extreme 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 certify that I can perform the duties listed above with/without reasonable accommodation.<sup>2</sup>

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
SUPERVISOR Frank Rodriguez    DATE