STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Highway Maintenance Leadworker	District 7 - Maintenance - West Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Highway Maintenance Leadworker	907-710-6285-	

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:

Working under the Supervision of Caltrans Maintenance Supervisor, Caltrans Highway Maintenance Leadworker operates specified vehicles requiring a valid Class B unrestricted California Commercial Driver's License with Tanker (N) endorsements and a current medical certificate that may be used by assigned unit. The incumbent works individually or with a crew performing tasks related to highway/landscape maintenance work. The incumbent may be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers. Desirable to possess a Qualified Applicator's Certificate with Maintenance or Right of Way Category issued by California Environmental Protection Agency(CAL-EPA). This position is represented under collective bargaining. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Assists and coordinates with the Supervisor in conducting the following: Conduct tailgate safety meetings. Ensure the employee and work zone procedures are followed as outlined in the Caltrans Injury and Illness Prevention Program, Chapter 8 of the Maintenance Manual. Assists the Caltrans Maintenance Supervisor in scheduling and planning work assignments. Lead crew in performance of maintenance activities as oulined in the Maintenance Manual Vol 1. Using as well as the training of employees in the use of, power equipment and various types of tools associated with hightway/ landscape maintenance. Able to transport a variety of objects less than or equal to 60 pounds. Recognize roadway deficiencies or public safety concerns and takes appropriate corrective action.
35%	E	Operates light vehicles to heavy equipment identified as Category 2, used by the assigned unit, requiring a Class B Driver's License. Makes minor adjustments and emergency repairs to equipment, as well as servicing and maintaining equipment, (lube service points, change tires, light bulbs, fuses, filters, and window wipers; steam cleans equipment and operates hoist).Responsible for limited equipment qualification and on-the-job training (OJT).
10%	E	Provide traffic control for work area protection, for routine and emergency situations. Sets up and removes lane closures, traffic cones, flares and advance work signs; acts as a flag person; operates the pilot vehicles, backup truck, and lane closure truck; operates a two-way radio.
5%	E	Generate computerized and written records, such as the Integrated Maintenance Management System (IMMS) daily timekeeping, and accident reports. Maintaining, ordering, receiving, and tracking supplies and materials in inventory stock. Maintain weekly fuel consumption reports, order fuel and provide accurate Recap reports monthly.

[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 direct supervision. Leads a crew in the performance of Landscape maintenance activities as outlined in the Maintenance Manual Vol. 1. May assume the duties of the supervisor in his/her absence for a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of Caltrans safety regulation. Must have the ability to analyze changes in laws, rules and regulations pertaining to storm water and be able to work with Supervisor to implement. Must be familiar with light and

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heavy equipment used in highway/landscape maintenance operations. Modern methods of materials and tools used in landscape irrigation repair and upkeep. Ability to operate heavy and light equipment used in highway/landscape maintenance and right of way clean up. Knowledge of laws and policies regarding maintenance and use of weed and pest control methods and materials in landscape and non-landscaped areas is required

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

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly service, maintain and/or operate equipment and cause excessive repair costs, loss of equipment and/or negatively impact work production. Negligence could also cause physical harm to the operator, crew members, and/or general public and expose the State to liability claims.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with other State and Local Agencies, members of the public as well as all levels of Caltrans Management

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to wear earplugs for loud noises; move heavy objects; stand or sit for prolonged periods. May also be required to bend, stoop or kneel. In the event of an accident involving vehicle drivers and/or hazardous spills, the incumbent may be required to assist in the cleanup. 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

The incumbent may/will be exposed to high-speed traffic; loud noise; dust; chemicals; extreme weather conditions and great heights. Will be required to work rotating and irregular shifts, overtime due to storms, emergencies, or special work projects, nights, weekends, and holidays. This also includes responding to after hour call-outs, which can include working with other maintenance crews involved in traffic control, accidents or other emergency work.

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