

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS HIGHWAY MAINTENANCE LEADWORKER	OFFICE/BRANCH/SECTION 07/SPECIAL CREWS/NIGHT SIGN CREW	
WORKING TITLE CHML	POSITION NUMBER 907-740-6285-	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:

Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent operates vehicles and equipment used by the assigned unit requiring an unrestricted Class B driver's license, with tank vehicle (N) endorsement. May provide coverage in the absence of the Caltrans Maintenance Supervisor. May work for other supervisors and/or work units as workload requires. Will conduct training for other members of the crew. Will work with and assist in supervising the work of a crew engaged in sign maintenance on highways and highway structures. May be responsible for special assignments such as installing and maintaining traffic signs of such size and complexity as to require special mobile equipment. If appropriately qualified and properly licensed, may operate Caltrans specialty equipment.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	On large projects, works with and directs crew members usually performing physical labor which includes but is not limited to handwork such as erecting signs and painting out graffiti on signs and bridge structures. Marks locations for USA dig alert for excavations needed to install new signs. Performs other unskilled laboring tasks by using such tools as shovel, wrench, handsaw, breaker bar, and tamping bar. Operates power tools such as electric drills, paint sprayers, demolition hammer, and electric generators. Will work at various heights above the travelway in the course of maintaining signs and sign structures.
15%	E	Works on traffic control, sets and picks up lane closures, traffic cones, flares, and advance work signs; acts as a flag person; operates the pilot car, backup truck and lane closure truck; operates a two-way radio.
15%	E	Operates vehicles and equipment used by the assigned unit requiring Class B driver license with tank vehicle (N) endorsement. Makes minor adjustments and emergency repairs to equipment and services and maintains equipment (lube service points, changes tires, light bulbs, fuses, filters and window wipers; steam cleans equipment and operates personnel hoist).
10%	E	Reads and interprets sign orders and job request.
10%	E	Completes simple written records such as crew daily work records, accident reports, lube records, mileage reports; assists with inventory records; and inputs daily crew work records into the computer.

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

No direct supervision. May at any time be placed in charge of a work crew as the responsible person in charge per Chapter VIII Maintenance Manual Volume I.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in sign maintenance and construction; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to sign maintenance practices. Must have ability to work safely and work effectively alone and/or with others. Must be able to analyze various work situations effectively and make sound decisions. Must have knowledge of minor equipment repair and maintenance and knowledge of the Department's Injury and Illness Prevention Program (IIPP). Must have possession of a valid and unrestricted Class B driver's license with tank vehicle (N) endorsement.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may expose co-workers and/or the public to possible injury or loss of life. Errors may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of bridges, or damage to State equipment and facilities. Errors may expose the State to liability for damages to public property and/or cause delays in project delivery.

PUBLIC AND INTERNAL CONTACTS

Must maintain good relationships with the public, Caltrans employees, and employees/representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of the assignment. Contact may be with hostile public; the incumbent is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Must have physical ability to react quickly to errant motorists and do strenuous hand and mechanical labor.

Note: For standing, walking, and sitting along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating equipment and vehicles 15% of the time on a year-round basis. The remainder of the activity is labor intensive and includes but is not limited to the following: standing, sitting, and walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing, and walking:

Typical sign repair/installation: Standing and walking using hand tools, 55%. Siting and driving, 45%.

Lifting Carrying – Signs and material which may weigh from a few ounces up to 100 pounds must be moved from storage areas to vehicles and from vehicles to job sites which may be on uneven terrain. Tools are moved a few feet to 100 yards and weigh a few ounces to 50 pounds each. Tools carried include shovels, post hole diggers, breaker bars, tamping bars, ladders, signs, standards, cones, barricades, etc. and may be moved over uneven terrain. This is a hands-on crew with approximately 80% of the work involving continuous lifting, twisting, and bending.

Overhead reaching – Overhead work includes but is not limited to pulling self up into many types of equipment, holding signs, servicing equipment on the lube hoist, signaling other workers, chipping concrete, installing wood or steel forms, and loading material into/on equipment, 25%.

Other Reaching – Includes but is not limited to setting cones, lubing and checking equipment, shoveling, driving, using digging bar, shifting, setting work signs, picking up cones; often done on a continuous basis, 20%.

Pushing/Pulling – Includes but is not limited to installing sign posts, shoveling, opening garage doors, hooking up trailers, pulling on hoses, working cranks on equipment stands, tightening and loosening nuts on bolts, installing and removing tires, 25%.

Twisting - This is done while driving equipment and on a continuous basis especially while backing up or turning around while operating a lane closure truck. Other twisting is done while shoveling and setting down and picking up traffic cones which weigh 10 pounds, 20%.

Climbing/Balancing – Climbing is done in/out and off/on equipment, up and down banks and slopes, ladders, stairways (often with a load of material or supplies), and onto steps and walkways to do engine checks on equipment. This may involve transitioning from bucket of a personal hoist onto the catwalk of an overhead sign structure, 25%.

Bending/Crouching/Squatting/Crawling – This is often done continuously throughout the day while operating equipment and performing physical labor. These activities are necessary when picking up and laying down tools and material. The incumbent also crawls around and underneath equipment while checking and servicing equipment, 25%.

Simple Grasping – This activity is necessary about 95% of the shift; while climbing in/out and around equipment, operating equipment, using hand tools, and handling materials, 95%.

Fine Manipulation – This occurs less than 2% of the shift and usually while writing reports, manipulating the knobs and levers on the equipment, and while operating saws or similar equipment, 2%.

Importance of hearing and sight – Both are essential on the job because the operator must hear directions and equipment and must see in order to perform his/her duties safely.

Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety (i.e., look out alarm devices including vehicle horns used to warn employees of imminent danger at the work site) as per the Caltrans IPP Safety Manual.

WORK ENVIRONMENT

Will work in a wide range of sometimes extreme conditions including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and/or snow.

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This is a Monday through Thursday night crew. Normal work hours are from 1900 to 0530 hours. May be scheduled to work other shifts as needed to meet operational needs and with proper advance notice as per Bargaining Unit 12's Memorandum of Understanding. May work scheduled and/or emergency overtime due to callback, special work projects, or to meet operational needs. Overtime will be assigned per the Bargaining Unit 12 Memorandum of Understanding.

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

- A. Appropriate footwear, in good and sturdy condition.
- B. Either long or short-sleeved shirts provided by Caltrans or a safety vest is to be worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear: hard hats, safety glasses, hearing protection devices, face shields, gloves, respirators, chaps, or other safety gear must be worn when required by the department.

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