STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
|---|---|---|
| CT HIGHWAY MAINTENANCE LEADWORKER | 08-635 Essex Mtce. (EFIS # 2362) | |
| WORKING TITLE | POSITION NUMBER | EFFECTIVE DATE |
| CT HIGHWAY MAINTENANCE LEADWORKER | 908-630-6285-XXX | |

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 Maintenance Crew helps the supervisor plan and schedule the work of the crew. In the field, oversees and leads the work of the crew engaged in highway maintenance work. The incumbent may be required to work overtime including nights and weekends and will be required work night shift during winter storm conditions. The incumbent will be expected to respond to emergency call-outs. May be loaned to other cost centers. This position is represented under collective bargaining. Duties include, but are not limited to:

## TYPICAL DUTIES:

| Percentage | Essential (E)/Marginal (M)[1] | Job Description |
|---|---|---|
| 85% | E | Oversees and leads the work of the crew engaged in a wide variety of highway maintenance work such as paving, pot-holing and crack-sealing; drain and ditch cleaning; sign and delineation installation, maintenance and repair; brush and tree trimming; sweeping and fence repair; and other related duties. In the winter months, will lead the crew in snow removal and ice control activities. As needed will operate various maintenance equipment such as end-dump trucks from 2-10 cu. yards, with either automatic or manual transmissions and may be equipped with plows and sanders. May operate front-end loaders, motor graders, bulldozers, rollers, equipment trailers and other related vehicles while performing assigned duties. Will perform pre and post operation checks; minor and emergency repairs and adjustments to equipment. Will set and remove lane closures using early warning signs, cones and flares, and cone and backup trucks. The incumbent will also be required to perform manual labor as needed. |
| 15% | 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. Will also oversee additional Permanent Intermittent Equipment Operators during winter months and may be placed in charge of court referrals.

## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the operation and care of equipment used in the assigned duties and provisions of the California Vehicle Code as they apply to their operation; regulations, procedures and safety practices relating to highway maintenance work. 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 the Maintenance Manual Vol. I; and knowledge of basic safe work practices. Must know and follow policies and procedures for operating two-way radios, and have knowledge of fire suppression techniques and emergency first aid. The incumbent is required to have and maintain a valid class B commercial driver's license with a tank vehicle (N) endorsement and a current medical certificate.

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

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The incumbent must be able to analyze various work situations, 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 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. 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 Essex area, the incumbent will work in the field, on foot or operating equipment. 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 winter. 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. May be required to work alternate workweek and/or shift to meet operational requirements. The incumbent will be required to travel extensively through the assigned area and may be required to travel for training, and to work in other areas in the district.

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 |
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