

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Highway Maintenance Leadworker	08-663 DISTRICT 8 SIGN CREW	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Caltrans Highway Maintenance Leadworker	908-660-6285-918	

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 will operate equipment while maintaining the District's sign inventory. This position is with a District-wide traveling crew that works out of town up to 50% of their time. The incumbent may be required to work overtime including nights and weekends and is expected to respond to emergency call-outs. May be required to work intermittent and/or varied work schedules do to workload or travel requirements. May be loaned to other cost centers. This position is represented under collective bargaining. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
55% E	The incumbent will operate various specialized equipment such as the Sign Snooper, District-wide Grinder, Transport, and Digger Derrick truck, while performing duties such as installing, repairing and maintaining signs of all sizes, assisting Southern Districts with Bridge Inspections, installing sign posts and working on sign structures. Must accurately read and interpret Sign Installation Orders and USA dig alert locations so signs are installed to specifications. The incumbent may be assigned to operate the District's pavement grinder or Snooper, and work with local Maintenance crews while performing pavement-grinding activities. Will perform pre and post operation checks, minor and emergency repairs and adjustments to equipment. May be called on to work out of District to assist engineers with various types of inspections and be called upon to do daily time sheets of operations performed.
45% E	When not operating equipment, the incumbent will perform duties normally assigned to a CT Highway Maintenance Worker and will perform manual labor in the assigned duties. Will be required to assist in cleaning work areas, equipment and tools.

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

May oversee field maintenance crews working in support of Sign Crew activities.

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 tank vehicle (N) endorsement and a current 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; deal tactfully with the public; and keep records. The ability to perform heavy manual labor is required. The incumbent must be able to effectively analyze various work situations, make sound decisions and take effective action.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent exercises judgment in making decisions relative to the safety of the employee, co-workers, the traveling public, and private and state property while engaged in assigned duties. Poor decisions or inappropriate actions could jeopardize the safety of the employee, 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

The incumbent has continuous contact with the crew. Will have frequent contact with District engineers, 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 metropolitan area, the incumbent will work in the field, on foot or operating equipment. Will travel out of town frequently to other Districts, and work in rural, desert and mountain areas on multi-lane freeways, two-lane secondary roads and work on high sign structures and bridges of various heights. 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