STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT HIGHWAY MAINTENANCE LEADWORKER	08-663 Sign Crew (EFIS # 2366)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CT 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 on the Sign Crew helps the supervisor plan and schedule the work of the crew. In the field, oversees and leads the work of the crew while inspecting, repairing and maintaining the District's guardrail system. The incumbent will work with a crew that travels extensively throughout the District and will work out of town at least 50% of the time. The incumbent may be required to work overtime including nights and weekends and may be required work temporary and/or intermittent varied work shifts, especially when traveling, and may be be expected to respond to emergency call-outs. During storm events and other natural disasters, may be loaned to other cost centers to help with storm clean up and/or disaster control, also may be loaned to help with normal maintenance operations. This position is represented under collective bargaining. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
65%	E	The incumbent oversees and leads the work of the guardrail crew engaged in maintaining, upgrading and repairing guardrail. Will be responsible for the correct installation of metal beam guardrail, thrie-beam barrier, guardrail end treatments and guardrail installation orders. Will set and remove lane/ramp closures using early warning signs, traffic cones, flares, and cone and backup trucks. May also oversee field maintenance personnel working in support of the Guardrail Crew's activities.
25%	E	Will operate various types of specialized equipment, such as the guardrail truck and post driver truck. Will perform minor and emergency repairs and adjustments to equipment. Will do manual labor as needed. Incumbent is responsible for upkeep, care and cleaning of equipment, power and hand tools assigned to the cost center.
10%	E	Operates a computer and keeps records of personnel, equipment and materials used. Leads crew in repairing, maintaining and cleaning equipment.

[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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires knowledge of the methods, material, tools and equipment used in the maintenance and repair of guardrail; and provisions of the California Vehicle Code as they apply to the equipment used. 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; knowledge of basic safe work practices. Must have knowledge of regulations and safety practices pertaining to highway emergency services, fire suppression and first aid. Must know and follow policies and procedures for operating two-way radios; have knowledge of effective supervision. 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; read simple traffic plans and make field judgments as to the proper

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location for guardrail installation. Must be able to effectively analyze various work situations and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent exercises judgment in making decisions relative to the safe operation of vehicles and equipment. Poor decisions or actions could jeopardize the safety of the employee, co-workers, traveling public, and could damage private and state 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

This position is based in a maintenance station located in a metropolitan area. Most of the the incumbent's time will be spent in the field, operating equipment or working on foot. 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 throughout 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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