STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Highway Maintenance Leadworker	D09/Maintenance/Mojave Maintenance Station	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Caltrans Highway Maintenance Leadworker	909-610-6285-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:

Working under the direction of a Caltrans Maintenance Supervisor the incumbent will assist in planning, performing, and directing the work of the assigned unit on a daily, weekly, and monthly basis. Operates equipment used by the assigned unit and works individually or with a crew performing tasks related to highway maintenance work. There may be occasions when incumbent will be required to act as both a laborer and as leadworker.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Lead and participate in daily unit projects.
30%	E	Under the direction of the Maintenance Supervisor the incumbent will assists the Supervisor with the following tasks. Scheduling work of the crew, assure that all equipment is serviced and maintained properly, lead the crew and give on the job training in a wide variety of maintenance functions. Observe the crew to be sure their work habits follow the Code of Safe Practices and Chapter 8. Provide for the safety of the crew and the traveling public and conduct scheduled safety meetings. Assist the Supervisor in preparing monthly and yearly workload plans. Determine or assist the Supervisor in determining the equipment, personnel and type and amount of material needed for regular maintenance functions. Help develop and maintain the morale and discipline of the crew leading by example. Using diplomacy and tact answer questions from the public regarding maintenance policies or procedures. Recognizes deficiencies and hazards within the right-of-way. In order to identify problems needing attention prepare and keep written records and reports such as but not limited to Accident Reports, Daily Time, Production Reports, and Equipment Records. Makes inspection tours and checks equipment logs to ensure that all State and rental equipment is being used and maintained properly and safely. Maintain a cordial working relationship with other agencies and the general public.
20%	E	Operate equipment that incumbent is licensed, trained and qualified on.
10%	M	Accomplish tasks normally performed by unit. Such tasks may include, but are not limited to, paving, shoulder grading, mowing, ditch cleaning, dig outs, pavement patching, repair or replacement of guide markers, signs, fence, guardrail, clean culverts, traffic control, litter pick up, maintenance of roadside rests. Any other duties that would normally be assigned to a Caltrans Equipment Operator I, Caltrans Equipment Operator II, or Caltrans Highway Maintenance Worker.

[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

This is a non-supervisory position. Will act as Leadworker on a daily basis. Fills in for Caltrans Maintenance Supervisor in his/her absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough knowledge of materials, methods, equipment, and tools used in highway maintenance. Operation of a maintenance area and the maintenance of equipment and tools used in highway maintenance and snow removal.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

Operating characteristics of IMMS (Integrated Maintenance Management System), Maintenance Manual Volumes I and II, the Safety Manual, Code of Safe Practices, and Guide to Employee Conduct and Discipline. Incumbent must also have knowledge of provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles, rules and regulations pertaining to highway maintenance practices.

Ability to lead and direct the work of subordinate members of the assigned unit and to work safely around high-density traffic.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

SPECIAL QUALIFICATIONS:

Must possess an unrestricted valid Class "B" drivers license with an "N" (Tank Vehicle) endorsement. Class "A" with "N" and Hazardous Materials endorsement is desirable

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may endanger co-workers the public and environment. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways or damage to State equipment and facilities. Failure to make timely and proper decisions could endanger human lives and property resulting in lawsuits.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public and employee is expected to maintain a favorable public image for the State. At times may deal with the media.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to work rotating or irregular shifts including weekends, nights and overtime. The above duties may require prolonged stooping, bending, lifting, sitting, climbing or standing. May be required to work in extreme warm or extreme cold weather and during inclement weather. Percentages may vary depending on crew, geography and season.

Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist 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 up to 20% of the time on a year-around basis. The remainder of the activity may be labor.

Standing, Sitting and Walking are 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:

A. Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting and driving 50%.

B. Snowy day: Sitting and operating large trucks, loaders, motor graders and snow blowers 90%; walking and standing, checking out equipment, 10%

C. Crack sealing: Standing and walking 95% of the day

D. Chip sealing: Standing, operating truck, loader, spreader, 80% to 90% of day

E. Paving: Operating trucks, motorgraders, loaders, pavers, 45% of day. Standing and walking, raking and shoveling, 45% of day.

F. Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle 95% of day

G. Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting 95% of the day

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to tire chains for vehicles that may weigh as much as 75 pounds per chain. In the winter months these could be handled on an every day basis, post driver which weighs approximately 60 pounds, assist with the loading and unloading of a tire on a rim which can weigh over 75 pounds. Another example of lifting is shoveling asphalt, each shovel full lifted weighs approximately 15 pounds and 1,000 to 1,500 pounds of sand or asphalt per day would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist. Installing marker post, at least two feet into the ground, requires lifting up and pulling down the 60 pound driver 10 to 150 strokes per post worker could install up to 40 markers per day.

Another type of lifting is light pickup – loading garbage bags with litter, which requires continuous bending and lifting.

Moving Material – Incumbent may be required to move bagged/boxed material, which can weigh from 50 to 100 pounds. Material may be moved from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools carried including picks, shovels, hoes, rakes, hoses, signs, standards, flags, cones, guide posts etc. and may be moved on uneven terrain. Incumbent should ask for assistance when moving items over 50 pounds.

Overhead reaching – Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per day, pruning, holding up signs off a ladder, servicing equipment on the lube hoist, signaling other workers, and throwing/ loading material in equipment.

Other Reaching – Setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs picking up cones often done on a continuous basis, over 60% of the work shift.

Pushing/Pulling – Shoveling, opening garage doors, hooking up trailers, installing plows, sanders, kettles, pulling on hoses, working cranks on equipment stands, tightening and loosening nuts on bolts. Installing and removing tires and chains, pulling down on post drivers. Pulling brush and limbs, animal carcasses, and pulling tire chains.

Twisting - The Operator twist while driving equipment and does so on a continuous basis especially while backing up or turning around while operating a pilot car. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones which weigh approximatley10 pounds.

Climbing/Balancing – Climbing is done in and out of equipment, up and down banks and used in fine manipulation of a chain slopes, ladders, stairways, (often with a load of material or supplies) onto steps and walkways to do engine checks on equipment. One example would be to climb on a heavy equipment trailer to secure the load with chain binders.

Bending/Crouching/Squatting/Crawling – The Operator often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The Operator also crawls around and underneath equipment while checking and servicing equipment, putting on or removing snow chains and tightening or replacing grader blades.

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

Fine Manipulation – This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment. A higher percentage of the time would be operating chain saw or similar equipment.

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 duty safely.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle

horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle operation.

WORK ENVIRONMENT

Required to work in a wide range of sometimes-extreme conditions, such as heat, cold, strong winds, rain, sleet, and snow.

During the winter months the workweek is normally 5/8-hour days. During the summer months the workweeks may be changed to 4/10-hour days. The scheduling of the 5/8 days or the 4/10 days is at the discretion of the District Management. Incumbent may be scheduled to work the night shift during the winter months as scheduled by the Maintenance Supervisor.

May be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

Personal safety requirements include:
A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
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.
D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, 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