

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CalTrans Highway Maintenance Leadworker	OFFICE/BRANCH/SECTION D09/Maintenance/Avalanche	
WORKING TITLE Leadworker: Avalanche/GAZEX/Blasting/Climbing	POSITION NUMBER 909-630-6285-XXX	EFFECTIVE DATE 07/29/2015

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 CalTrans Maintenance Supervisor works with and provides lead direction for District Avalanche, Blasting, GAZEX, Climbing, and Scaling Team. This team is responsible for performing avalanche control related maintenance activities throughout the District maintenance area. These activities include maintaining and utilizing the Gazex, LoCat, and Avalauncher systems. This team is also responsible for all blasting accomplished throughout the District. There may be occasions when working this program will require acting as both a laborer and as a Leadworker. A Class "A" driver's license with an "X" endorsement is required. The Incumbent must have and maintain a California Blaster license with the small-scale construction, cap and fuse, avalanche control - hand placed and propelled, and non-electric endorsements, Must be able to acquire and maintain Certificate of Eligibility from Department of Justice, Certified Caltrans Blaster with Rock and Stump, Avalanche, Locat endorsement. Incumbent must have Gazex certification and experience and knowledge of computers, electrical components, supply system, Locat experience and knowledge of firing procedures and supply system. Incumbent must have knowledge of Snow Science and be physically able to snowshoe an hike mountain peaks. Incumbent must be proficient in avalanche rescue procedures including rope handling and high angle rescue. Incumbent must have mountain knowledge such as wind patterns, slide zones, etc. Incumbent will also be required to train personnel in all of the above listed categories.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40%	E	Assures that proper methods and procedures are used in the handling and application of materials utilized in the maintenance of highway avalanche control devices. Keep records of materials, labor and equipment. Ensures that State equipment is properly operated and maintained. Maintain safe operations, control traffic as specified in Chapter 8 of the Maintenance Manual and operates 2-way radios. Must have the knowledge and ability to use products that could be hazardous or dangerous if not handled properly. Attend all required training programs, schedule training and instruct when needed. Make verbal and written reports on the progress of (or) status of the Avalanche program. Snow Removal is a high priority item during the winter season. Incumbent will be available on site during periods of stormy weather. Shall work to ensure compliance of the following pertaining to the facility; all laws, all safety rules and orders, compliance of ATFE. OSHA USFS regulations, all State policies, directives, and safety procedures. Evaluates equipment (Gazex, Locat) and its operating efficiency and is responsible for its proper use and care. Oversees maintenance or construction work on Gazex, Locat, snow fences and Explosives. Keep records of materials, explosives, labor and equipment. Snow Removal is a high priority item during the winter season. Incumbent will be available on site during periods of stormy weather.
30%	E	Service highway maintenance and snow/ice removal equipment. Identified as Levels of Equipment for Caltrans Maintenance Worker, Caltrans Equipment Operator I and Caltrans Equipment Operator II. Operate manual/power hand tools. Operate snow removal when needed through out district.

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| 10% | E | Assigns, qualifies, and provides training on equipment. avalanche science, avalanche control procedures, avalanche personnel rescue which include the use of beacons and probes. |
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| 10% | M | Other Duties in District to assist Maintenance Crews in Daily operations and emergency operations.   |

<sup>1</sup>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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Incumbent will direct the avalanche crew's operation and, in the absence of the District 09 Crestview, Caltrans Maintenance Supervisor, may be responsible for all activities and reporting of all crew members and operations in the Crestview Supervisor's Area of responsibility.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of procedures, tools and equipment used in maintenance of highways; provisions of the California Vehicle Code as it applies to the operation of motor vehicles; regulations and safety practices pertaining to highway emergency services; emergency first aid, avalanche rescue; operation and care of highway equipment; materials utilized in avalanche control; rules and regulations pertaining to snow removal. avalanche control practices; principles of effective supervision, safety practices and traffic regulations.

Ability to read, write, and follow oral and written directions in English at a level required for successful job performance; interpret simple blueprints and sketches; plan and direct the work of others; keep time records and simple cost records of materials, equipment and expenses; assist in work relating to maintenance of highways and avalanche control structures; operate and care for maintenance equipment; analyze situations accurately and take effective action; exercise sound public relations techniques; operate radio communication equipment. Skill in operating a variety of complex or heavy maintenance equipment and making minor adjustments and emergency repairs to such equipment.

Knowledge and ability to operate computer and electronic systems. Make contacts and maintain relationships with avalanche programs outside of the Department in order to stay complainant with all laws and regulations in addition to acquire new techniques and innovative devices to keep the Department up with the industry standards. Attend avalanche and snow/ice meetings, take copious notes and share them with the Department. Prepares workload plans, analyzes situations accurately and adopting an effective course of action.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

If the proper equipment and method is not used in maintaining the State highways, it could mean rebuilding at great expense to the State and inconvenience to the traveling public. Errors in judgment regarding safety practices and the safe operation of equipment could result in property damage, injuries to our employees and/or to the traveling public.

Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with representatives from other public and private

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Local Agencies as well as all levels of Caltrans Management. Be able to respond to an explain road closure justifications to the public, businesses, and internal inquiries.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to bend, stoop, climb, kneel, reach, push, pull, sit and stand for long periods of time in various climatic conditions. May be required to assign and assist in the clean up in the event of various types of accidents involving personal injury to others and/or hazardous spills. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Employee must be able to work alone.

## WORK ENVIRONMENT

The incumbent may/will be exposed to loud noise; dust; chemicals; extreme weather conditions great heights and disgruntle public. Will be required to work rotating or irregular shifts, including weekends, nights, holidays and overtime. Drives to and responds to after-hour emergencies. The incumbent will be exposed to computers in various lighting conditions, stand or sit for prolonged periods. Must be able to work at a keyboard and focus on complex tasks for long periods of time.

This position requires the incumbent at times to work at elevations up to 11,000 feet, and traverse steep rugged terrain in severe weather conditions.

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