



California Department of Transportation
Duty Statement

CLASSIFICATION TITLE Caltrans Highway Maintenance Leadworker		DISTRICT/DIVISION/OFFICE 10/Maintenance/660
WORKING TITLE	POSITION NUMBER 910-660-6285-xxx	EFFECTIVE April 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:

Incumbent works with and assists in supervising the work of a crew engaged in maintenance, construction work, or snow removal on highways and highway structures. The incumbent may operate and/or service highway maintenance, landscape or construction equipment described under Levels of Equipment for Caltrans Maintenance Worker, Caltrans Equipment Operator I, and Caltrans Equipment Operator II. Incumbent may learn to operate other equipment. Employee is required to maintain a Class B Commercial Driver's License with Tank Vehicle (N) Endorsement. Class A Commercial Driver’s License with Tank Vehicle Endorsement is desired.

Typical Duties:

Percentage	Job Description
Essential (E)/Marginal (M)	

50% (E)	Assists the supervisor in laying out and overseeing maintenance or construction work on highways and highway structures, and works with a crew performing these tasks. Assures that proper methods and procedures are used in the handling and application of materials utilized in the maintenance of highways and highway structures. Keeps records of materials, labor and equipment. Ensures that State equipment is properly operated and maintained. Maintain safe operations and control traffic as specified in Chapter 8 of the Maintenance Manual. Operates 2-way radios. Use products that could be hazardous or dangerous if not handled properly. Attend all required training programs.
---------	---

35% (E)	May operate and 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. Perform heavy labor associated with highway structures, cleaning ditches, culvert openings, erosion control, vegetation planting and establishment, installing storm water protection measures, litter pickup. Operate manual/power hand tools. Common hand tools to be used could be but are not limited to shovels, rakes, pitchforks, brooms, post-drivers and pullers, and wrenches. Common power tools used could be put not limited to chainsaws, weed eaters, hay blowers and hydro seeders jack-hammers, hand saws, pruning sheers, picks, digging bars, power drills, power grinders. Perform custodial work. Perform brush and tree removal and disposal. Perform Drainage maintenance. Perform litter and dead animal removal and disposal.
---------	---



California Department of Transportation Duty Statement

5% (E) Perform minor repairs to maintenance stations and highway facilities.

10% (M) Provides training on equipment.

Supervision Exercised Over Others

As operational needs dictate incumbent will direct the crew's operation and, in the absence of the Caltrans Maintenance Supervisor, is responsible for all activities of the crew.

Knowledge and Abilities Requirements

Knowledge of procedures, tools and equipment used in construction and maintenance of highways and structures; 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; operation and care of highway equipment; materials utilized in highway and structure maintenance; rules and regulations pertaining to snow removal, highway or structures maintenance 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 structures; operate and care for construction and maintenance equipment; analyze situations accurately and take effective action; exercise sound public relations techniques; operate radio communication equipment. Knowledge and ability to operate computer and electronic systems.

Analytical Requirements

Ability to assist supervisor in preparing workload plan, and analyzing situations accurately and adopting an effective course of action.

Consequence of Error/Responsibility for Decisions

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.

Public and Internal Contacts

Poor decisions could result in the failure to properly service and maintain or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the general public, operator and/or crewmembers.

Work Environment

Employee will be required to bend, stoop, climb, kneel, reach, push, pull and stand for long periods of time. May be required to assist in the clean up in the event of an accident involving vehicle drivers 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.



California Department of Transportation
Duty Statement

Physical, Mental, and Emotional Requirements

Employee will be required to bend; stoop; climb; kneel, reach, push, pull and stand for long periods of time. May be required to assist in the clean up in the event of an accident involving vehicle drivers 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.

SPECIAL PHYSICAL CHARACTERISTIC

Normal hearing and visual acuity of not less than 20/40 (with or without glasses).

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. *(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)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE