

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Highway Maintenance Lead Worker	11/Maintenance/East Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CT Highway Maintenance Lead Worker Paint Crew	911-610-6285	

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 Caltrans Maintenance Supervisor, the CT Highway Maintenance Leadworker works with a crew placing and maintaining pavement delineation. A Class B driver's license with tank vehicle (N) endorsement is required while performing duties associated with maintaining the State highway system. Incumbent will work individually or with a crew. The normal work week is Monday through Friday from 7:00 A.M. to 3:30 P.M. on a 5/40 schedule. Incumbent may be required to work overtime and may be required to work temporary and/or intermittent varied work shifts. Out-of-town travel is required approximately 8 weeks per year, in week-long increments. This position is represented under collective bargaining.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
75% E	Incumbent works with a crew involved in the placement and maintenance of pavement delineation (stripe and stencil) and does other work as required, such as traffic control and occasionally, helping to load materials. When the supervisor is unavailable, may be assigned to be the person in charge at the job site. May be asked to train subordinate personnel. Assures that equipment is operated safely and is properly protected. License permitting, may perform duties normally assigned to a CT Equipment Operator I and II.
20% E	Assists the supervisor in preparation of reports, materials inventory, and processing stripe orders.
5% E	Assists the supervisor in preparing reports of labor, materials and equipment used.

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

None. In a lead capacity, assists the supervisor in planning and overseeing the work of subordinate crew members. As requested, assigns work and vehicles to subordinate crew members, may install layout from traffic plans, makes work/vehicle assignments. In the supervisor's absence, directs crew members in the performance of their assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of maintenance practices, including traffic control, reporting procedures for planned closures accident and fire prevention techniques; principles of effective supervision; basic occupational safety and health regulations; departmental safety and health policies and procedures; a basic knowledge of safe work practices; a leadworker's role in maintaining an effective Injury and Illness Prevention Program; ability to operate, assess, and train others in the use and servicing of various highway maintenance and construction equipment.

Ability to assist in work being performed, including performing manual labor; keep records of employees time and of materials and equipment used; direct the work of others; operate and care for tools and equipment used, including performing pre/post-operative checks and keeping necessary records; train others in safe and effective use of equipment; analyze situations accurately and adopt an effective course of action; communicate successfully with supervisors and subordinates.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Most work of this crew is done in live lanes. Every crew member must be alert at all times to the dangers of passing high-speed traffic. Operations must be planned and organized so as to minimize risk and maximize safety. As a leadworker, incumbent may be placed in charge of the crew during the supervisor's absence or when he/she is called

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away from the job site. Errors in judgment and decisions can affect the safety of the crew and the public, result in PUBLIC AND PERSONAL CONTACTS

Routine contact with crew members and supervisors, office staff or dispatch personnel. Occasional contact with the traveling public. May have contact with California Highway Patrol or other law enforcement agencies. Most contacts are in person.

To successfully direct the work of others, the leadworker must develop and maintain cooperative working relationships; respond appropriately to difficult situations (irate citizens, other employees); recognize and respond appropriately to emotionally charged issues or problems; respond calmly to unusual situations, keeping in mind at all times the safety of the crew and the traveling public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

WORK ENVIRONMENT

Most work is done outdoors, where the incumbent is exposed to dust, exhaust fumes, noise, uneven surfaces, extremes of heat and cold.

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