STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Highway Maintenance Leadworker (CHML)	District 11/Maintenance/West Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CHML, Carlsbad Travelway Crew	911-700-6285-	

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 Caltrans Highway Maintenance Leadworker works with a crew involved in highway maintenance activities and assists the supervisor in direction of the crew. A Class B unrestricted driver's license with tank vehicle (N) endorsement is required while performing duties associated with maintaining the State highway system; Class A license preferred, enabling this employee to serve as an Equipment Operator II as needed and assist crewmembers in equipment training. The incumbent will work individually or with a crew, and oversee other crewmembers. The normal workweek is Monday through Friday, from 7:00 a.m. to 3:30 p.m. on a 5/40 work schedule. The incumbent will be required to work overtime including nights and weekends, may be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency calls. This position is represented under collective bargaining.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Incumbent works with a crew performing duties such as grading roadways; pavement and bank protection; oiling, patching or resurfacing sections of highway, setting up traffic control. Incumbent helps train subordinate personnel in these operations.
30%	E	The leadworker is in charge at the jobsite when the supervisor is at another location--gives instructions, assures safety practices, assures that equipment is kept in good repair and is properly protected. In the Supervisor's absence, the leadworker plans work, sets priorities and makes assignments to subordinate crewmembers. When storms or other emergencies require 24-hour operation, the leadworker typically manages the night crew.
10%	E	Assists the Supervisor in preparing reports of labor, materials and equipment used.
10%	M	Performs miscellaneous related duties: Responding to incidents when the supervisor is out of the area, investigating complaints, obtaining supplies. License permitting, may serve as backup Equipment Operator II.

[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

None. At the jobsite, directs the work of subordinate crewmembers. In the Supervisor's absence, may assume direction of the crew, making work assignments; keeping records of equipment, materials and labor used; spot-checking work in progress.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of minor construction, repair and maintenance work; provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles; materials, methods, equipment and tools used in construction and maintenance of highways and structures; rules and regulations pertaining to highway and structures maintenance practices, including traffic control, reporting procedures for planned and emergency 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 heavy manual labor; Class A driver's license is desirable; 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

Incumbent is frequently in responsible charge of 1 or more coworkers. Errors in judgment and decisions can affect the safety of the crew and the public, result in equipment misuse, tort liability, or a diminished public opinion of the agency.

PUBLIC AND INTERNAL CONTACTS

Occasional contact with the traveling public; contact with State Highway Patrol or other law enforcement agencies during emergencies; routine contact with crew members and supervisors. Most contacts are in person.

Work is done with a partner or in a crew setting; necessary to establish and maintain effective working relationships. Necessary to exercise restraint when dealing with coworkers or irate motorists.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is done in close proximity to traffic and equipment; incumbent must remain alert to conditions. Incumbent must hear at a level sufficient to hear warning shouts and backup bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings, and sufficient night vision to respond to callouts after-hours. Depending on task, work requires prolonged sitting and ability to enter/exit equipment repeatedly during the shift; bending, stooping, kneeling; shoveling; grip strength; routine loading/unloading materials to 50 pounds or heavier with assistance.

WORK ENVIRONMENT

Work is done outdoors, where incumbent will be exposed to blown dust; treated wood posts, exhaust fumes, fumes from cutting galvanized metal; noise from high-speed traffic nearby; uneven surfaces; extremes of heat and cold. Personal safety requirements include but are not limited to:

- Appropriate footwear, in good and sturdy condition, must be worn; tennis or running shoes are not appropriate.
- Long-sleeved shirts provided by Caltrans, or a safety vest is to worn over non-safety shirts or coats.
- Long pants. No shorts or cutoffs.
- Provided safety gear - hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, harness and lanyard, 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