

11-4-267

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE CT Highway Maintenance Leadworker	OFFICE/BRANCH/SECTION 11/Maintenance/West Region	
WORKING TITLE CHML, Kearny Mesa Functional Crew	POSITION NUMBER 911-700-6285-	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

**GENERAL STATEMENT:**

Under the direction of a Caltrans Maintenance Supervisor, the leadworker works with other crewmembers in the installation of new signs, the replacement of damaged signs, or as needed, the repair/ replacement of fence, guardrail, attenuators, and jersey wall along State highways or in medians. The leadworker works independently with a subordinate crewmember; in most matters, sets own priorities. In the Supervisor's absence, may assume direction of the crew. Work may be performed at heights requiring the use of harness, lanyard or other fall protection. Incumbent is required to be fitted for a respirator. This classification requires a valid California Class B unrestricted drivers license with Tank endorsement; Class A preferred, to operate personnel hoist, or as needed, fence repair or sign truck. The normal work week is Monday through Friday from 6:30 a.m. to 3:00 p.m., on a 5/40 schedule. Incumbent must be available for overtime without notice when an emergency occurs late in the shift or when necessary to complete an operation; for callouts; or planned overtime for ongoing emergencies or operations which can be done only at night or on weekends.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50%	E	Depending on the assignment, the leadworker works with other crewmembers and directs 2-3 subordinates in the repair or replacement of guardrail and fence, or directs a CT Equipment Operator performing sign replacement. License permitting, operates personnel hoist when one is required. May consult and apply Traffic and Maintenance Manuals to determine standards for marker replacement.
40%	E	Depending on assignment, works from Installation Orders, deciding where to place new signs; participates in the installation, or assists in the removal and replacement of damaged signs/sign posts. When needed, assists in large guardrail replacement jobs, attenuator or jersey wall maintenance. Damage reports, Keeps time and inventory records, IMMS, EFIS programs.
10%	M	May work with and oversee crew members, probationers or other public service workers removing litter, vegetation and debris from highway rights of way and other public use areas.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None. At the jobsite, directs the work of one or more subordinate crewmembers involved in a specific task. 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 (welding, cement 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

**ADA Notice**

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Knowledge of safe work practices; a leadworker's role in maintaining an effective Injury and Illness Prevention Program.

- Familiarity with a variety of highway maintenance and construction equipment.

### Ability to:

- Assist in work being performed, including performing heavy manual labor; welding and cement experience are desirable skills, as is a Class A drivers license.
- Ability to work from Installation Orders, manuals, etc., with a minimum of direct supervision.
- 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.
- Analyze situations accurately and adopt an effective course of action
- Communicate successfully with supervisors and subordinates

Analytical ability is required to determine equipment and material needs and schedule the work of others. When in charge at the scene, the leadworker must be alert to changes in conditions and take appropriate action.

### 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, resulting 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 co-workers or irate motorists.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is done in close proximity to traffic and equipment, repairing or replacing construction features that have already been damaged by errant vehicles. Incumbent must remain alert to conditions, especially when performing repetitive tasks or acting as lookout, and be able to get out of the way quickly.

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 (sacks of cement, impact-absorbing cartridges, guardrail posts, rolls of chain link fence) to 50 pounds; with assistance, loads/unloads and places guardrail sections to 100 pounds; manual dexterity sufficient to operate equipment knobs and levers.

### 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

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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