

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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

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 as a lead with other crew members in the maintenance and inspection of culvert cleaning and repair, channel cleaning and repair, including installation and maintenance of Storm Water treatment Best Management Practices (BMP) located on State highways or in medians. The incumbent may work independently with a subordinate crew member. In the Supervisor's absence, may assume direction of the crew. Work may be performed in a confined space requiring the use a respirator and confined space training. Incumbent is required to be fitted for a respirator. This classification requires a valid Class B unrestricted driver's license with Tank endorsement; Class A unrestricted driver's license preferred. The normal workweek is Monday through Friday on a 5/40 work schedule. Incumbent may 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		Job Description
60%	E	Depending on the assignment, works with other crew members and directs subordinates in the cleaning, clearing, repairing and installing of culvert, channels and Storm Water Treatment facilities. Ensures work is performed in a safe efficient manner. Monitors and assists in the setting of lanes closures and traffic control operations
15%	E	Works with crew members to inspect and document inspection of Storm Water treatment devices within District 11. Works with crew performing slope inspection when properly trained. Assists in the collection of inventory data for input into Integrated Maintenance Management System (IMMS) and other data systems as may be necessary.
15%	E	Creates work orders in the IMMS System for time keeping and reporting use of equipment, materials required to complete daily tasks.
10%	M	Other duties as required, may include storm patrol, snow removal and traffic control. Attends various training sessions including but not limited to, IMMS, Maintenance Equipment Training Academy (META), confined space training, safety, hazmat, fall protection and other training as needed or required. Training will include travel to out of district locations. Incumbent is expected to assume the supervisory role in the absence of regular supervisor.

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. 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

ADA Notice

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- Principles of effective supervision
- Basic occupational safety and health regulations; departmental safety and health policies and procedures.
- Basic 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 driver's license.
- 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 effectively with supervisors and subordinates, both verbally and in writing.

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. The incumbent must establish and maintain effective working relationships and 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; 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; gripping 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.

Some overnight travel, aside from training requirements, may be required, less than 10%.

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

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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