STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 07/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Highway Maintenance Leadworker	District 12/Maintenance/Field Maintenance	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Caltrans Highway Maintenance Leadworker - Maintenance	**912-xxx-6285-xxx**	

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: BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS (INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS.) WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE (SUCH AS A DRIVERS' LICENSE.)

Under the direction of the Caltrans Maintenance Supervisor, the Caltrans Highway Maintenance Leadworker works with and assists in supervising the work of a crew engaged in maintenance on highways and highway structures, inspects, maintains and repairs various maintenance and landscape equipment; gives on the job training in a wide variety of maintenance functions; performs general laboring tasks associated with the maintenance of the State Highway System; and provides safety of the crew and traveling public. The incumbent may be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers. This position is represented under collective bargaining.
This classification requires a valid and unrestricted class B drivers' license with tanker (N) endorsement and a current medical certificate. A class A driver's license with additional endorsements is desirable. Duties include but are not limited to:

TYPICAL DUTIES: BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.

Percentage Essential (E) / Marginal (M)	Job Description
45% (E)	Under the general direction of the Caltrans Maintenance Supervisor, performs typical work by the crew. Assists supervisor in planning, scheduling such duties as asphalt/concrete road patching, cleaning and repairing drainage facilities, setting lane closures and other methods of traffic control. Works with and assists in supervising the work of a crew engaged in maintenance on highways and highway structures. Maintains records of material use, employee work, time and job costs.
45% (E)	When not operating specific equipment, may perform any of the duties outlined under Caltrans Highway Maintenance Worker, Caltrans Equipment Operator II only will operate if receiving differential pay for class A license, Caltrans Equipment Operator I, Caltrans Landscape Maintenance Worker and other related work. Operates manual/power hand tools, performs manual labor tasks and may be required to move or lift objects less than or equal to 60 lbs.
5% (E)	Expected to move debris from highway and assist in cleaning up highway spills. Operates "pilot-car", flagging duties and other traffic control procedures, operates two-way radios and provides training on equipment. Prepares accident reports. Prepares daily time sheets and other paperwork as necessary.
5% (M)	Other tasks include but are not limited to mowing, shoulder grading, replacement and repair of guide markers, attenuator repair and pump station maintenance. Will be required to work in inclement weather conditions, alternate work schedule and be willing to respond to emergency calls after hours.

- ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned
- MARGINAL FUNCTIONS are minor tasks of the position that can be assigned to others.

SUPERVISION EXERCISED OVER OTHERS:

On occasion may give functional guidance to a crew consisting of Caltrans Highway Maintenance Workers, Caltrans Landscape Maintenance Workers, Caltrans Equipment Operator II, Caltrans Equipment Operator I and court referrals.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Possession of a valid class B drivers license with tanker (N) vehicle endorsement. Must be able to operate automatic and manual transmissions.

Knowledge: Operation and care of automotive equipment including; light trucks; minor construction equipment, repair and maintenance of equipment; basic safe work practices to protect their own safety and health of others; provisions of the California Vehicle Code applying to the operation of vehicles; regulations and safety practices pertaining to highway emergencies; fire suppression techniques; emergency first aid; operation and care of highway equipment; safe handling, storage, laws and regulations regarding the use of herbicides/pesticides; knowledge of methods and materials used for spraying the right of way; rules and regulations pertaining to highway structures maintenance practices; principles of effective supervision; training and development procedures; safety practices and regulations contained in Title 8 Industrial Relations Construction and General Industry Safety orders; safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program; knowledge of basic safe work practices; the leadworkers role in maintaining an effective Injury and Illness Prevention Program. Must possess a knowledge of statewide Maintenance functions and the mission, goals, organization and procedures of the Department of Transportation.

Ability & Analytical: Must be able to communicate and follow directions at a level required for successful job performance; do manual labor; assist in work relating to the maintenance of highway, structure and landscaped areas; keep time and cost records of materials, equipment and expenses; interpret simple blueprints and sketches; direct the work of others; operate and care for construction, maintenance emergency service, and landscape equipment; analyze situations accurately and take effective action; exercise sound public relations techniques; operate radio equipment. Must be able to read MSDS and spray recommendations. This employee must have the ability to modify and change work methods to solve various problems encountered in daily operations and emergency situations.

CONSEQUENCE OF ERROR / RESPONSIBILITY FOR DECISIONS:

Need to exercise judgement in determining job needs including (but not limited to) safety and in meeting emergency field situations. Poor decision 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 operator and/or crew members and/or travelling public.

PUBLIC AND INTERNAL CONTACTS:

Occasional contact with the travelling public; contact with State Highway Patrol and other law enforcement agencies; internal contact with crew members and supervisors. Occasional contact with vendors in purchasing supplies.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Physical: The incumbent will be required to do heavy manual labor including moving/placing heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground; working in confined spaces; and standing or sitting for prolonged periods. May be required to sit in/on and drive or operate maintenance and landscape vehicles. The incumbent will be required to wear earplugs for loud noises; wear respirators and appropriate safety gear at all times. The incumbent will be required to clean up in the event of vehicle accidents, hazardous spills or general trash and debris. The incumbent must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and

others. This position is a drug sensitive class. The incumbent will be required to pass a pre-employment drug test and subject to reasonable suspicion testing during appointment. Incumbent will be required to take random drug tests throughout appointment.

Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations, and adopt an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity, reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by their unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT:

The employee will be based at a Maintenance Station in a climate-controlled environment under artificial lights, but most of the duties and time will be spent outdoors operating equipment and/or performing manual labor. Weather conditions vary from a cold, windy and wet winter climate to a very hot and dry summer climate. May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep uneven and/or unstable terrain, fast moving traffic, and/or extreme temperatures. May be required to sit or stand for long periods of time. May be exposed/put in stressful situations. Will be required to wear long pants and appropriate footwear in good condition, and must wear provided Personal Protective Safety Equipment including but not limited to: shirts and/or vests, hard hats, safety glasses, gloves, face shields, respirators, ear plugs, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively throughout the assigned area and may be required to travel and work in other areas in the District. Employees will be required to work nights, weekends, holidays, alternate work schedules/irregular shifts and required to respond to emergency situations and calls.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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 NAME *(Please Print)*

EMPLOYEE SIGNATURE DATE

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

SUPERVISOR NAME *(Please Print)*

SUPERVISOR SIGNATURE DATE

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