STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Highway Maintenance Worker	D2/Maintenance/Field Maintenance	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Caltrans Highway Maintenance Worker	902-XXX-6287-XXX	

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:

Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent operates light vehicles and equipment requiring a Class C driver's license and works individually or with a crew performing tasks related to highway maintenance work.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Assists with traffic control operations, sets and retrieves lane closures, traffic cones, signs and sign standards, acts as a flag person; operates the pilot car, operates two-way radios, drives pickups and lane closure truck.
30%	E	Performs physical labor, including but not limited to, manual labor such as sweeping; shoveling; raking, pruning, dragging/lifting, and various other unskilled labor tasks. Pick up roadside litter, dead animals, handles garbage, performs graffiti removal and performs other heavy manual labor tasks. Uses hand tools such as picks, shovels, brooms, pitchforks and power equipment such as chainsaws, weed eaters, power washers and various types of other tools. Removes brush and undergrowth from highway right-of-ways, performs vehicle washing and detailing, may assist mechanic and perform light repairs to vehicles, participates in crack sealing, roadway and roadside maintenance functions, attends and participates in training.
20%	E	Repairs and cleans ditches, culverts, and other drainage structures. Replaces and repairs guardrail and fences. Replaces, cleans and makes minor repairs to signs, structures, delineation and appurtenances.
5%	E	Complete simple written records, accident reports, vehicle lubrication records, mileage reports, etc.
5%	M	Makes minor adjustments and emergency repairs to equipment; and services and maintains equipment (lube and oil changes, changes tires, light bulbs, fuses, filters, and window wipers; steam cleans equipment; and operates hoist).

[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

Employee will receive supervision from a Caltrans Maintenance Supervisor in charge of the assigned unit. In his/her absence, a Caltrans Maintenance Leadworker or other qualified person may be in charge. There are times when incumbent may work for other Supervisors and/or work units, as workload requires. Employee will receive some training from other members of the crew.

No direct supervision over other employees. Employee may at any time be placed in charge of a work crew as acting Leadworker for other Caltrans workers, Special Program Workers, such as CCC, probationers, etc.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The employee must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; be familiar with the provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

An employee must possess a valid Class C California Driver License.

An employee must have the ability to work safely around high-density and unpredictable traffic.

An employee must have the ability to work effectively, alone or with others.

An employee must be able to analyze various work situations accurately and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

An error may endanger co-workers and/or the public. Errors may also cause a waste of time and a waste of tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities.

PUBLIC AND INTERNAL CONTACTS

An employee is required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. An employee may have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public, and the employee is expected to maintain a favorable public image for the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. The incumbent must have the physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following examples are provided to illustrate a typical work shift:
A. Rainy day where worker is digging out clogged ditches and drains: Standing, walking, using hand tools 60%; sitting and driving 40%.
B. Snowy day: Sitting and operating trucks, loaders, and snow machinery 90%; walking and standing, pre/post trip inspection of equipment, 10%.
C. Roadway maintenance: Standing and walking 100% of the day.
D. Paving: Operating trucks, loaders, 30% of day; standing and walking 70% of day.
E. Litter pickup: Lifting, walking and climbing in/out of vehicle 100% of day.
F. Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting 100% of day.

LIFTING (Floor to bench to Floor) – Items listed may be any of the following but not limited to: tire chains for vehicles which may weigh as much as 75 lbs. per chain. In the winter months these could be handled on an every day basis; a post driver which weighs approximately 60 lbs.; assist with the loading and unloading of a tire in a rim which can weigh over 75 lbs. Another example of lifting is shoveling material. Each shovel full lifted weighs approximately 15 lbs., adding up to 1,000 to 1,500 lbs. per day. 80% of this lifting would be floor to waist and 20% lifted above the waist. Installing marker post at least two feet into the ground requires lifting up and pulling down the 60 lb. driver 10 to 25 strokes per post, a worker could install up to 40 markers per day. Another type of lifting is light pick up – loading garbage bags with litter, which requires continuous bending and lifting.

CARRYING – Bagged/boxed material, which may weigh 50 to 100 lbs., must be carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be carried on uneven terrain.

OVERHEAD REACHING – Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per day, pruning, holding up signs off a ladder, servicing equipment on the lube hoist, signaling other workers, and throwing/loading material in equipment.

OTHER REACHING – Setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs, picking up cones; often done on a continuous basis, over 60% of the work shift.

PUSHING/PULLING – Shoveling, opening garage doors, hooking up trailers; installing plows, sanders, kettles, pulling on hoses, working cranks on equipment stands, and tightening and loosening nuts on bolts. Installing and removing tires and chains and pulling down on post drivers. Pulling brush and limbs, animal carcasses, and pulling chains.

TWISTING – Driving and equipment operation causes twisting movement on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting is done while dragging brush, shoveling, raking; and sitting down/picking up traffic cones which weigh 10 lbs.

CLIMBING/BALANCING – Climbing is necessary to access vehicles, equipment, terrain and various tasks such as turning chain control signs, accessing slopes, ladders, stairways, often when carrying material or supplies onto steps and walkways to do vehicle pre/post rip inspections. An example would be to climb on a heavy equipment trailer to secure the load with chain binders.

BENDING/CROUCHING/SQUATING/CRAWLING – These movements are performed continuously throughout the day while operating equipment and performing physical labor. Often times these movements are performed naturally and without thought. All of these activities are necessary when picking up and laying down tools and material. The worker also crawls around and underneath equipment while checking and servicing, installing or removing snow chains and tightening or replacing plow bolts and/or blades.

SIMPLE GRASPING – This activity is necessary at least 95% of the work shift; climbing in/out and around vehicles and equipment, operating vehicles and equipment, using hand tools and handling materials.

FINE MANIPLATION – This occurs less than 5% of a day and usually while writing reports or manipulating the knobs and levers on the vehicles and/or equipment. A higher percentage of the time would be chainsaw or similar equipment operation.

IMPORTANCE OF HEARING & SIGHT – both are essential on the job because the worker must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of imminent danger at the work site. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

WORK ENVIRONMENT

An employee is required to work in a wide range of extreme conditions, including heat up to 120 degrees, cold to –15 degrees, strong winds, rain, sleet, and snow.
During the winter months the workweek is normally 5 8-hour days. During the summer months the workweeks may be changed to 4/10/40 alternate work shift. The scheduling of the 5/8/40 or the 4/10/40 shifts is always at the discretion of the Maintenance Region Management. An incumbent may be scheduled to work night or rotating shifts as operational needs direct.
An employee will be required to work overtime due to storms, emergencies, special work projects, or when management deems that it is in the best interest of the State to work overtime.
Personal safety requirements include:
A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
C. Long pants. No shorts or cutoffs.
D. Provided safety gear: hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department.

Some crews are designated travel crews and work out of town on a per diem basis up to 80% of the year. This means that you will be away from home, staying/sleeping in hotels for a week at a time.

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