

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Caltrans Highway Maintenance Worker	DISTRICT/DIVISION/OFFICE 04/MAINTENANCE/NORTH BAY REGION	
WORKING TITLE Caltrans Highway Maintenance Worker	POSITION NUMBER 904-610- 6287	EFFECTIVE

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 regularly and on time; 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 supervision of a Caltrans Maintenance Supervisor or designee, and lead guidance from a Caltrans Highway Maintenance Leadworker, the incumbent is responsible for the general maintenance of the state highways, freeways, and /or bridges. The incumbent will be required to service, maintain and operate light vehicles and equipment requiring a Class C drivers license. When not operating equipment, may perform any of the duties outlined under Caltrans Highway or Landscape Worker as part of the normal assignment. Will be subject to after hours call backs and rotating shifts.

Typical Duties:

Percentage Essential (E) Marginal (M)	Job Description
50% (E)	Perform heavy manual labor including AC paving, shoulder grading, mowing, pruning, chipping brush, ditch cleaning, digouts, pavement patching, replacing or repairing guide markers and fences, sign repair, cleaning drains/culverts, bridge maintenance and repair, removing debris or dead animals from roadway or shoulder of road. Assist with removal of homeless encampments. Will utilize various power and hand tools such as shovels, rakes, brooms, weed eaters, chain saws, wrenches.
20% (E)	Install and maintain lane closures and one-way traffic control, set cones and operate 2-way radio.
15% (E)	Operate light trucks and other vehicles and equipment used by the crew. Perform minor vehicle/equipment maintenance and repair, keep tools clean. Minor record keeping.
10% (E)	Respond to emergencies on the highways for traffic control, spill material cleanup, and emergency work during storm conditions.
5% (M)	Perform various custodial duties at the maintenance station such as emptying trashcans, sweeping barn and crew rooms, cleaning bathrooms and replenishing supplies.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise. May fill in for Supervisor or Leadworker during short duration absences.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of operation and care of equipment and tools. Ability to learn and understand the principles of safe working practices and traffic control. Ability to communicate and follow directions at a level required for successful job performance and must be able to keep records. Class C drivers license with Tank endorsement is required; Class A is desirable.

CONSEQUENCE OF ERROR/REASONABILITY FOR DECISIONS

A poor decision could result in serious injury or death to you, another Caltrans employee, or a member of the traveling public. Poor judgment may also result in damage to equipment or highway facilities. Lack of judgment or poor decisions may result in legal action being taken against the department.

PUBLIC AND INTERNAL CONTACTS

The incumbent must be able to work with other Caltrans employees, contractors, the California Highway Patrol, employees from other public agencies or private companies, and the general public.

PHYSICAL REQUIREMENTS

Will be required to wear safety equipment and will be required to lift heavy objects, operate power hand tools and small equipment, and work extended shifts. Will be expected to respond to emergencies at night and on weekends in a timely manner.

WORK ENVIRONMENT:

Expected to work outdoors most of the time in all types of weather, day or night. Will be subjected to sunburn, loud noise; dust; pollen; chemicals; snake and insect bites. Will work in close proximity to vehicular traffic.

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 if you require reasonable accommodation, inform the hiring Supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Employee

Date

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

Supervisor

Date

ADA Notice For individuals with sensory disabilities, this document is available in other formats. For information Call (916) 654-6410 or TDD (916) 654-3880 or write records and forms management, 1120 N Street, MS 89, Sacramento, CA 95814.