

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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|-------------------------------------|-----------------------------------|----------------|
| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
| Caltrans Highway Maintenance Worker | 04/Maintenance/Toll Bridge Region | |
| WORKING TITLE | POSITION NUMBER | EFFECTIVE DATE |
| Highway Maintenance Worker | 904-670-6287 | |

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 close supervision of a Caltrans Maintenance Supervisor and guidance from a Leadworker, the incumbent engages in bridge structure maintenance. Performs various bridge maintenance functions such as cleaning, repairing and general maintenance of bridge decks, roadways, structural steel, and concrete; cleans and maintains drainage systems, piers, and various bridge components; maintains or makes minor adjustments and/or emergency repairs to equipment. Must possess Class C driver's license.

Must be willing to work non-traditional work schedules to accommodate special events, emergencies or projects that affect the Region or Caltrans

TYPICAL DUTIES:

| Percentage | | Job Description |
|-----------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential (E)/Marginal (M) ¹ | | |
| 40% | E | Builds and erects concrete forms and mixes and places concrete, assists in the placing of concrete by gunite process. Performs bridge maintenance functions such as cleaning, repairing and general maintenance of bridge decks, roadways, structural steel, and concrete. Cleans and maintains drainage systems, piers, and various bridge components. Work involves heavy manual labor and the use of various hand and power tools. |
| 30% | E | Works traffic control including setting & retrieving traffic cones, signs and barriers; performs landscape work and works on lane scrubbing operations. |
| 20% | E | Operates pickups, vans, light trucks and other bridge maintenance or construction equipment requiring a Class C drivers license. Makes minor repairs and maintains equipment. |
| 10% | M | Attends training, keeps minor records, and keeps equipment/tools clean. May cover for Leadworker during temporary absences. |

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

This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of safety practices and traffic regulations, operations, and care of equipment in bridge maintenance. Must have knowledge of traffic control for moving operations and lane closures. Must be able to respond to emergency situations and use sound judgment. Class C drivers license is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgement could result in equipment failure or damage. This could also affect the safety of your self, crew members, the environment and the traveling public. This could result in legal action being taken against the department and yourself.

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PUBLIC AND INTERNAL CONTACTS

Employee must be capable of maintaining good internal relationships with fellow employees and be able to answer general questions from the traveling public, however no routine public contacts are assigned.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the physical ability and manual dexterity to bend, stoop, kneel, and stand for prolonged periods of time. Physical agility and strength necessary to work safely at heights of at least 200ft above the ground or water, and the physical fitness to withstand working continuously under adverse (cold, wet and windy) weather conditions. The ability to distinguish light gray from aluminum, and red from pink in reduced light levels (dawn, dusk and under bridges). The mental and physical ability to work around loud and moving equipment is able to analyze various situations accurately and develop sound alternatives when necessary. Ability to maintain good relations is critical. Physical ability and willingness to use respirator equipment, willingness and ability to improve knowledge and efficiency by completing related courses as required.

WORK ENVIRONMENT

- * Employee may be required to work in dust
- * Extreme weather condition hot and cold
- * Heights over 200 feet
- * Loud noise
- * High wind condition
- * Work around moving equipment
- * Work around fast moving traffic

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