

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE BRANCH/SECTION	
Caltrans Highway Maintenance Worker	04-Division of Maintenance-East Bay/Delta Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Highway Maintenance Worker	904-690-6287	09/26/2014

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 supervision of a Caltrans Maintenance Supervisor or Caltrans Maintenance Leadworker, the incumbent performs work and operates equipment associated with maintaining highway assets including but not limited to; AC paving, pothole patching, mowing, removal of debris, crack sealing, and guard rail repair, traffic control; general custodial duties at maintenance stations, operating Category 3 vehicles requiring a Class C driver's license, such as light trucks, automobiles, highway maintenance/construction equipment, and may operate Category 2 equipment if properly licensed. Class A drivers license is desirable. Incumbent may be required to work alone or with other crew members, is expected to accomplish and set priorities with a reasonable degree of independence. Incumbent will be required to work in inclement weather and in close proximity to heavy traffic conditions, be able to respond to after-hours emergency call outs in a reasonable amount of time, may be assigned to work alternate work shifts such as but not limited to 9/80, 4/10, work nights or weekends or Holidays.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Perform manual tasks associated with maintenance of State highways, including the use of shovels, AC lute, pitchfork, handsaw, sledge hammer, various wrenches, jackhammer, digging bar, chain saw, rake, weed eater, broom, litter pickers and other common hand tools. Work may involve heights above 10 feet, cleaning or inspecting culverts, ditches and drains, working steep or uneven terrain, AC and pothole patching, PCC slip repair and replacement, bridge and pump hose repairs, maintaining and operating vehicles requiring a Class C driver's license, patrolling highways during stormy weather, clearing slides, removing fallen trees, and performing flood control.
40%	E	Remove debris or dead animals from roadway or shoulder of State highway. Cut trees and brush along shoulder for safety and sight clearance. Perform weed control using both manual and power tools. Install delineation and Post Mile markers along shoulder of State highway. Install and maintain lane closures, perform traffic control including setting cones and operating 2-way radio.
5%	E	Attend required training and on the job training. Training that may involve travel.
5%	M	Perform custodial duties such as emptying trashcans, sweeping barn and crew rooms, cleaning bathrooms and replenishing supplies. Perform minor equipment repairs and keep tools and equipment clean.

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, traffic regulations, operations and care of equipment.
Knowledge of traffic control for moving and stationary operations.
Ability to learn to operate equipment and tasks associated with maintaining State assets.

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.

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Ability to assess circumstances and act appropriately according to training or reason.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incorrect decisions or errors in judgment could result in, improper work practices that may endanger the safety of both Caltrans employees and the public, personnel grievances, violation of health, safety or departmental standards, not meeting Maintenance program objectives, torts, personnel injuries, substandard work quality, unnecessary expenditures, inefficient and unnecessary use of resources, unsafe conditions and adverse action.

PUBLIC AND INTERNAL CONTACTS

Employees 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

Incumbent must; be physically capable of utilizing hand tools and manual digging tools, be able to bend, stoop, twist, pull, grasp, sit, stand, lift, push, pull, and reach above their head in order to load vehicles, in the course of their duties, be able to walk and/or work on uneven terrain and highly sloped areas, be able to work above ground at heights of above 10 feet, be able to work in confined spaces, be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner using logic and deductive skills to provide an end product that is safe and usable, have the skills and ability to resolve emotionally charged situations, reasonably and diplomatically, when interacting with the public or other employees, be able to cope with pressure and maintain focus during an emergency, and act appropriately Incumbent may be required to wear a respirator and pass a respirator physical.

WORK ENVIRONMENT

The incumbent may expect to; work in all types of weather with temperatures ranging from 20 to 110 degrees, strong winds, rain, fog, sleet, and flooding, be exposed to, poison oak, snakes, insect, loud noise, dust, chemicals, flying debris, high speed vehicle traffic adjacent to the work zone, and moving construction equipment in the work zone, and other environmental conditions associated with Highway Maintenance.

The incumbent may be required to; work at heights greater than 7 ft., remove homeless debris and dead animals, work in confined spaces, travel and stay overnight to attend mandatory classes, respond to emergencies after and before their shift, weekends and holidays, change their shift due to Departmental necessities, i.e. floods, earthquakes, and storms. The incumbent will be required to wear safety equipment such as earplugs, hard hats, proper footwear, and safety glasses.

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)

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SUPERVISOR (Signature)

DATE