STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS HIGHWAY MAINTENANCE WORKER	04-SOUTHWEST REGION	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS HIGHWAY MAINTENANCE WORKER	904-730-6287	

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 direction of a Caltrans Maintenance Supervisor, Caltrans Maintenance Leadworker or other designated person in charge, the incumbent is responsible for the general maintenance of the state highways, freeways and or bridges. The Incumbent will be required to operate vehicles requiring a valid Class C driver license, such as light trucks, automobiles, highway maintenance, bridge maintenance, emergency service, construction, or landscape equipment; do miscellaneous laboring work in connection with the maintenance of the State highways and bridges including litter pickup, traffic control, tree maintenance, and maintenance of safety roadside rest areas; and do other related work.
Incumbent's work hours will be 7:30 a.m. to 4:00 p.m., Monday through Friday. To help the Department with scheduling, the incumbent may be asked to work alternate work shifts such as but not limited to 9/80, 4/10, work nights or weekends. Must respond to after hour emergency call-outs.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Incumbent will be required to assist with and/or install lane closures, moving closures, one-way traffic control or other forms of traffic control when needed. Will be required to work with other crews (landscape, bridge/special, or tree) and assist with their functions.Incumbent should be able to do minor equipment maintenance & repairs. Perform manual weeding, pruning, cutting on sloped areas, drainage clearing, pick up litter, dig by hand, accident debris removal & other labor-intensive work. Desirable to have the ability to read and understand simple blue prints/plans and written instructions.
30%	E	The incumbent will operate and maintain class C equipment such as one and two ton cargo trucks, pick up trucks, 15 passenger vans and two-ton shadow vehicles. The incumbent will operate all types of maintenance equipment including but not limited to small engine or electric tools and hand tools used in maintenance activities
30%	E	Incumbent will perform building clean up, facility maintenance and janitorial duties. Incumbent may be required to wear a dust mask or respirator when working with materials that necessitate their use.

[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

When assigned, the incumbent will oversee or direct other crew members.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have the ability to learn safety practices and traffic regulations, operations and care of equipment. Traffic control, a lane closures and shadow protection when required. Must have the ability to learn and operate equipment. Must be able to respond to emergency situations and to use and maintain power tools. The knowledge of Carpentry and welding skills are desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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PUBLIC AND INTERNAL CONTACTS

Incumbent will routinely make contact with the general public. In addition, contractors, Caltrans construction field personnel, other Caltrans work crews.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical:

Incumbent must be physically capable of utilizing hand tools and manual digging tools. Must be able to bend, stoop, twist, pull, grasp, sit, stand, lift, push and pull, drag material while walking and lift heavy material above the head in order to load vehicles. Must be able to walk and/or work on uneven terrain and highly sloped areas. Must be able to work above ground to heights of one hundred feet or greater.

Mental:

Must 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.

Emotional:

Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties.

WORK ENVIRONMENT

Incumbent will be exposed to the following conditions; loud noise; dust; pollen; chemicals; extreme weather conditions; dead animals; moving traffic; vehicle accidents; insects and other environmental conditions associated with Highway Maintenance.

The Incumbent will be required to wear safety equipment such as earplugs, hard hats, move heavy objects, stand or sit for prolonged periods. May also be required to bend, stoop, or kneel. May be required to assist in the clean up in the event of an accident involving drivers and or hazardous spills. May be required to work in confined spaces, homeless areas, hazmat incidents and remove dead animals from right away. Must have ability to develop and maintain cooperative-working relationships, responds appropriately to difficult situations, recognizes emotionally charged issues or problems, and acknowledge the various responses.

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.)

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

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

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE