

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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

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 close supervision of a Caltrans Maintenance Supervisor or designee the incumbent is typically engaged in guardrail, fence repairs and bridge structure maintenance. Operate specified vehicles requiring a Class C drivers license, such as light trucks, automobiles, highway maintenance, construction or equipment, and do other related work. Incumbents may also be assigned to perform non-equipment operations. Incumbent will be required to work in in-climate weather and in close proximity to heavy traffic conditions. May be required to work in confined spaces, homeless areas, hazmat incidents and remove dead animals from right away. Must be available for after hour emergency call outs in a reasonable amount of time. May be required to work rotating or irregular shifts including weekends and nights.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Incumbent will work with crewmembers performing duties, which include arc welding, acetylene cutting of various materials. The use of power saws, drills, grinders, chain saw, sand blast and gunite equipment. Dig holes/trenches with a shovel. Pick up litter by hand. Operation of pneumatic concrete breakers and chippers and other compressed air equipment in the repair of guardrail and right away fence and concrete structures. May be required to work in confined spaces, homeless areas, hazmat incidents and remove dead animals from right away.
30%	E	Operate and maintain equipment such as one and two ton cargo trucks, pick up trucks, 15 passenger vans and two-ton shadow vehicles.
30%	E	Working from elevated equipment such as personnel hoist, Scissors truck and snooper in the inspection and repair of concrete and steel bridge structures. Working heights will vary from ground level to one hundred feet or greater.

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

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

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

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE