

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Maintenance Worker	District 5/Maintenance/Saratoga Gap	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Caltrans Maintenance Worker	905-620-6287-xxx	

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 supervision of a Caltrans Maintenance Supervisor the Caltrans Maintenance Worker is responsible for the general maintenance of highways, freeways and/or bridges. Incumbent will be required to operate vehicles requiring a Class C driver license, such as light trucks, automobiles, highway maintenance, bridge maintenance, emergency service, construction or landscape equipment. Incumbent may be assigned to perform non-equipment operation duties normally assigned to the class of Caltrans Maintenance Worker as part of their normal assignment. Incumbent will be required to attend training classes offered, and legally mandated by the department.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Perform manual tasks associated with the maintenance of state highways and bridges; clean and clear culverts, ditches, and other drain structures of debris; maintain road shoulders, berms and guardrails and assists in removal of slides from work site. Operate equipment listed on the Level of Equipment list. Operate manual/power hand tools not limited to: shovels, rakes, pitchforks, broom, post pullers and drivers and wrenches. Operate power tools not limited to: chainsaws, weed eaters, hay blower and hydro seeders, jack hammers, hand saws, pruning sheers, picks, shovels, digging bars, power drills power grinders. Move a variety of heavy objects, which could be equal to 60 pounds such as tree limbs, bridge jacks, concrete bags, asphalt bags, tires, by either lifting, pulling or pushing, which can be performed either manually or by machinery. Operate 2-way radios. Cut weeds, brush and small tree removal and disposal from roadside shoulder. Cleanup homeless camps within the state R/W. Remove snow or place abrasives on highways during snow storms, or cold weather.
30% E	Remove and install traffic signs to maintain traffic control devices where required using proper tools. Place pavement traffic messages and traffic lines to insure drivers have proper indicators and messages to guide them in driving safely to their destination using appropriate equipment and tools. Remove and install traffic guardrails, barriers and other safety devices to insure the safety of drivers by using appropriate equipment and tools. Perform minor repairs and adjustments to vehicles and other equipment in the field sufficient to keep equipment operational and in good condition. Operate 'pilot' car and flagging duties and other traffic control.
20% M	Pick up and dispose of dead animals. Perform custodial work duties such as but not limited to: sweeping, emptying trash, cleaning restroom facilities and replenishing supplies, etc.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of operation and care of automotive equipment, including light trucks. The incumbent must have some knowledge of minor construction; repair and maintenance work, provisions of the California Vehicle Code applying to the

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operation of vehicles, highway maintenance procedures, highway or landscape maintenance and construction equipment and operation, servicing, minor adjustment and emergency repair of such equipment.

Skills in operating a variety of complex or heavy maintenance equipment and making minor adjustments and emergency repairs to such equipment.

Ability to communicate and follow verbal and written directions at a level for successful job performance; do heavy manual labor; keep records. Assists in work relating to the maintenance of highway, structure and landscaped areas.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly service and maintain or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the operator and/or crew members.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with other public agencies such as but not limited to California Highway Patrol, County government, etc., members of the public as well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear safety equipment, such as earplugs, hard hats, eye protection, breathing apparatus; move heavy objects; stand or sit for prolonged periods. Position requires bending, stooping, and/or kneeling. May be required to assist in the clean up in the event of an accident involving vehicle drivers and or hazardous spills. May have to walk on uneven surfaces, climb slopes and ladders. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations.

WORK ENVIRONMENT

To help the Department with scheduling incumbent maybe asked to work alternate work shifts; such as but not limited to 9/80, 4/10 or night work. The worker can expect to be outside most of the day in all kinds of weather. The work is physically demanding and requires stamina, agility and strength. Incumbent may use products that could be hazardous or dangerous if not handled properly, such as pesticides, toxic liquids, herbicides, roundup, etc. The worker is not only subject to sunburn, poison oak, snake and insect bites, loud noise, dust and chemicals. In addition, the job is hazardous because it is performed at the side of the road or in the roadway itself, where workers are exposed to vehicular traffic. Worker may be required to work rotating or irregular shifts, including weekends, nights, and in emergency situations caused by storms, floods or natural disasters.

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