STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans HIghway Maintenance Worker	District 5 – Maintenance-Cambria	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Maintenance Worker	905-630-6287-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the supervision of a Caltrans Maintenance Supervisor the Maintenance Worker is responsible for the general maintenance of highways, freeways, and or bridges/rest areas. Incumbents will be required to operate vehicles requiring a Class C drivers 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 as part of their normal assignments. Incumbents work hours usually will be 7:00 AM to 3:30 PM, Monday through Friday. To help the Department with scheduling, incumbents may be asked to work alternate work shifts; such as but not limited to 9/80, 4/10 or night work. Incumbent may work with Sheltered Workshop employees in the rest area. May assist with minor plumbing and general repairs of the Roadside Rest Areas.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
60%	E	Performs the manual tasks associated with the maintenance of state highways, bridges, roadsides. Cleans culverts, ditches, and other drainage structures. Maintains road shoulders, berms, guardrails and fence. Operates equipment listed on MOU Levels of Equipment list. Operates manual/power hand tools such as but not limited to, shovels, rakes, pitchforks, brooms, post pullers, drivers, wrenchs. Operate common power tools such as but not limited to, chainsaws, weed eaters, blowers, jack hammers, drills, grinders. Moves a variety of heavy objects which could equal up to 60 pounds. Operates two way radios.
25%	E	Removes and installs traffic signs. Maintains traffic control devices. Removes and installs guardrails, barriers and other safety devices. Performs minor repairs and adjustments on vehicles and equipment. Operates Pilot Car and performs flagging duties. Cuts weeds, brush, trees and disposal of same.
5%	E	May use products that could be hazardous or dangerous if not handled properly such as, pesticides, toxic liquids, and herbicides.
5%	E	Pick up and dispose of dead animals.
5%	E	Performs custodial work such as but not limited to sweeping, emptying trash, cleaning restroom facilities.

[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

This position does not supervise other employees, however, may in the absence of the supervisor.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Incumbent must have knowledge of operation and care of automotive equipment including light trucks.

The incumbent must have some knowledge of the operation and care of minor construction equipment, repair and maintenance type work, provisions of the California Vehicle Code applying to the operation of vehicles, highway maintenance procedures, highway and landscape maintenance and construction equipment and operation, servicing, minor adjustments and emergency repair of such equipment.

Incumbent must have skill in operating light equipment and making minor adjustments and emergency repairs to such

equipment.

Ability to communicate and follow written and oral directions at a level required for successful job performance, do heavy manual labor and keep records.

Assist in work relating to the maintenance of highways, structures and landscape 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 crewmembers as well as the traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with the California Highway Patrol, County Agencies, 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, hardhat, eye protection breathing apparatus and other safety equipment deemed necessary by the supervisor. The incumbent may be required to move heavy objects or stand/sit for prolonged periods. Position requires bending, stooping and/or kneeling. May be required to assist in the cleanup in the event of an accident involving injuries and hazardous spills. May have to walk on uneven surfaces, climb slopes and ladders. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses. Must have the ability to follow guidelines, policy and procedures and rules set by the Department.

WORK ENVIRONMENT

Incumbent can be expected to be outside most of the day in all kinds of weather. The work is physically demanding and requires stamina, agility and strength. The worker is not only subject to sunburn, poison oak, snake and insect bites but loud noise, dust and chemicals. There may be times the incumbent works in confined spaces and is required to wear a respirator or dust mask. 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. There is also the possibility of injury by working with and around heavy equipment. Incumbent may be required to work rotating or irregular shifts including weekends, holidays, and nights and in emergency situations caused by storms, floods or traffic accidents.

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