

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Highway Maintenance Worker	OFFICE/BRANCH/SECTION 05/Maintenance	
WORKING TITLE Maintenance Worker	POSITION NUMBER 905-630-6287-xxx	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 the supervision of a Caltrans Landscape Maintenance Supervisor, the Worker is responsible for the general maintenance of the roadside vegetation, landscape and trees. Incumbent will be required to operate vehicles requiring a Class C driver's license such as: light trucks, automobiles, highway maintenance, bridge maintenance, emergency service, landscape or construction equipment.

**TYPICAL DUTIES:**

Percentage		Job Description
50%	E	Perform the manual tasks associated with the maintenance of state highways and roadside vegetation; clean and clear culverts, ditches and other drain structures of debris; cut weeds, brush and small tree removal and disposal from roadside shoulder. Plants and fertilizes ground cover, shrubs and trees. Spread chipped material along roadside; maintain irrigation clocks, sprinklers and pipes. Move a variety of heavy objects weighing up to 60 pounds such as: boxes, bags and barrels of chemical and fertilizers, bags of litter, limbs and tree parts, concrete bags and pails, and tires by either lifting, pulling or pushing, which can be performed by either manually or by machinery.
35%	E	Operate manual/power hand tools not limited to: shovels, rakes, pitchforks, brooms, hand saws, pruning shears, picks, digging bars and litter pickers. Common power tools used could be but are not limited to: chainsaws, weed eaters, hedge trimmers, hay blowers, compressors and hydro seeders. Perform pre-operational inspections and make minor repairs and adjustments to vehicles and other equipment in the field sufficient to keep equipment operational and in good condition.
10%	E	Place traffic message boards and traffic signs to insure drivers have proper indicators and messages to guide them in driving safely to their destination using appropriate equipment and tools. Operate pilot car and flagging duties, and other traffic control. Ability to operate two-way radios.
5%	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.

<sup>1</sup>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**

None.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of operation and care of automotive equipment, including light trucks. Incumbent must have some knowledge of minor repair and maintenance work, provisions of the California Vehicle Code applying to the operation of vehicles. Must have or have the ability to learn landscape maintenance, propagation techniques and automated irrigation systems. Ability to communicate and follow directions written or verbal at a level required for successful job performance; do heavy manual labor; keep basic records. Assist in work relating to the maintenance of highway, structure, and landscaped areas.

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**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, 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, latex gloves, rubber boots, coveralls, and breathing apparatus. Position requires bending, stooping, and/ or kneeling moving heavy objects, standing or sitting for prolonged periods. May be required to assist in the clean up in the event of an accident involving 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, recognize emotionally charged issues or problems, and acknowledge the various responses.

**WORK ENVIRONMENT**

Incumbent 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. May be subject to not only sunburn, poison oak, snake and insect bites, but loud noise, dust, and chemicals. Worker may be required to work rotating or irregular shifts, including weekends, nights and in emergency situations caused by storms and floods. May use products that could be hazardous or dangerous if not handled properly, such as insecticides, herbicides and toxic liquids. 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.

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