

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CT Highway Maintenance Worker	OFFICE/BRANCH/SECTION 05/Maintenance - Shandon	
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 direction of a CT Maintenance Supervisor, Leadworker, or other qualified crewmember, the CT Highway Maintenance Worker performs miscellaneous labor while performing the duties associated with the maintaining the State Highway System. The incumbent must possess a Class C Driver's License. The incumbent will be required to work overtime including nights and weekends, may be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency calls. May be loaned to other cost centers. This position is represented under collective bargaining.

TYPICAL DUTIES:

Percentage	Job Description
85% E	The incumbent will perform manual labor, operate light equipment and power and hand tools while performing duties such as paving, pot-holing and crack-sealing; drain and ditch cleaning; sign and delineation installation, maintenance and repair; landscape irrigation and maintenance; brush and tree trimming; storm clean-up; litter and graffiti removal; traffic control; and other related duties. Traffic control duties may include setting up and picking up lane closures using traffic cones, flares, advanced warning signs; hand flagging traffic and operating a pilot vehicle, back-up truck, and cone truck.
15% E	The incumbent keeps records such as pre and post operation reports on equipment operated; repair requests, crew/time reporting forms, and material and fuel usage forms. The incumbent will perform pre and post operation checks; make minor and emergency repairs and adjustments to equipment; and be required to clean equipment and tools, and crew and work areas at the conclusion of work shift.

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

The incumbent must have knowledge of the operation and care of equipment used in the assigned duties and provisions of the CVC as they apply to their operation; regulations, procedures and safety practices relating to highway maintenance work. Requires knowledge of safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program, safety rules and regulations related to assigned duties as stated in Chapter 8 of the Maintenance Manual Vol. I, and knowledge of basic safe work practices. Must know and follow policies and procedures for operating two-way radios, and have knowledge of fire suppression techniques and emergency first aid. The incumbent is required to have and maintain a valid unrestricted Class C Driver's License. The incumbent must have the ability to communicate and follow directions, both oral and written, at a level required for successful job performance; develop and maintain good working relationships with others; deal tactfully with the public; keep legible and accurate records; and must be able to do heavy manual labor. The incumbent must be able to effectively analyze various work situations and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must exercise judgment in making decisions relative to the safe operation of vehicles and equipment. Poor decisions or actions could jeopardize the safety of the employee, co-workers, the traveling public, and could damage state and private property. Such acts could result in monetary loss and embarrassment to the Department.

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PUBLIC AND INTERNAL CONTACTS

The incumbent has continuous contact with fellow employees, will have frequent contact with the traveling public, especially during traffic control operations, and may have occasional contact with representatives of other departments or agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sitting in/on and driving/operating maintenance and construction vehicles will be required. The incumbent will be required to do heavy manual labor including; moving/placing of heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, twisting, reaching, climbing, walking on uneven ground and prolonged standing. The incumbent must be able to cope and response to emergency situations such as the connected with traffic and weather conditions and other natural disasters, and will be required to deal tactfully and courteously with the public under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, and alert and aware at all times. The incumbent must be able to hear and see, with or without corrective assistance at a satisfactory level to ensure the safety of the employee and others.

WORK ENVIRONMENT

Most of the incumbents time will be spent in the field operating equipment or working on foot. Weather conditions vary from a cold, windy, and wet winter climate to a very hot and predominantly dry summer climate. The incumbent will be required to operate equipment and work outside in extreme temperatures and inclement weather and may be required to sit or stand for long periods. May work on uneven surfaces and may be exposed to noise, dust, hot materials and chemicals. Will be required to wear long pants and appropriate footwear, as defined in section 4.3 of the current MOU and must wear provided personal protective safety equipment such as shirts or vests, hard hats, safety glasses and gloves, as well as other safety devices deemed necessary.

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