

POSITION DUTY STATEMENT

PM-0924 (REV 03/2006)

CLASSIFICATION TITLE CALTRANS HIGHWAY MTCE WORKER	OFFICE/BRANCH/SECTION DISTRICT 5 SLO/SM LANDSCAPE
WORKING TITLE HIGHWAY MTCE WORKER	POSITION NUMBER 905-640-6287-xxx
	EFFECTIVE DATE

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: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS (INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS.) WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE (SUCH AS A DRIVERS' LICENSE.)

Under the supervision of a Caltrans Maintenance Supervisor the Caltrans Highway Maintenance Leadworker is responsible for the general maintenance of highways, freeways and/or bridges. Incumbents 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. Incumbents may be assigned to perform non-equipment operation duties normally assigned to the class of Caltrans Landscape Maintenance Worker as part of their normal assignment. 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.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M) ¹	Job Description
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60% (E)	Performs the manual tasks associated with the maintenance of state highways and bridges; cleans and clears culverts, ditches, and other drain structures of debris; maintains road shoulders, berms and guardrails and assists in removal of slides from work site. Operates equipment listed on the Level of Equipment list. Operates manual/power hand tools not limited to shovels, rakes, pitchforks, broom, post pullers and drivers and wrenches. Common power tools used could be but not limited to chainsaws, weed eaters, hay blower and hydro seeders, jack hammers, hand saws, pruning shears, picks, shovels, digging bars, power drills power grinders. Moves a variety of heavy objects, which could be equal to 60 pounds; such as concrete forms, bridge jacks, concrete bags, asphalt bags, tires, by either lifting, pulling or pushing, which can be performed either manually or by machinery. Operates 2 way radio.
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25% (E)	Removes and installs traffic signs to maintain traffic controls devices, where required, by using proper tools. Places 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. Removes and installs traffic guardrails, barriers and other safety devices to insure the safety of drivers by using appropriate equipment and tools. Performs 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. Cuts weeds, brush and small tree removal and disposal from roadside shoulder.
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15% (M)	May use products that could be hazardous or dangerous if not handled properly, such as pesticides, toxic liquids, herbicides, roundup, etc. Pick up and dispose of dead animals. Performs custodial work duties such as but not limited to sweeping, emptying trash, cleaning restroom facilities and replenishing supplies, etc.
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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

Normally this position does not supervise; however, the incumbent may be called upon to act in absence of the leadworker for a short duration.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

POSITION DUTY STATEMENT

PM-0924 (REV 03/2006)

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

Skill 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 lifting, 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

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. The worker is not only subject to sunburn, poison oak, snake and insect bites, but loud noise, dust, fumes, smoke 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. There is also the possibility of injury by working with and around heavy equipment. Workers may be required to work rotating or irregular shifts, including weekends, nights, and in emergency situations caused by storms and floods. Incumbent work hours usually will be 7:30 AM to 4:00 PM, Monday through Friday with Saturday/Sunday off. 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.

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.)

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EMPLOYEE (Print)	DATE
EMPLOYEE	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR	DATE