

Ref: 06-650 PARF 06-6-_____
 (15 Positions)

CLASSIFICATION TITLE Caltrans Highway Maintenance Worker	DISTRICT/DIVISION/OFFICE/BRANCH D6/Maintenance/North Region/Fresno Area	
WORKING TITLE Worker, Highway Maintenance Crew P.I.	POSITION NUMBER 906 – 650 – 6287 – xxx	EFFECTIVE DATE November 1, 2015

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 Caltrans Maintenance Supervisor and lead direction from a Caltrans Highway Maintenance Leadworker, the incumbent operates light duty automobiles and equipment, power-tools and hand-tools and performs manual labor while engaged in maintenance and repair of highways, highway roadsides, guide signs/markers and drainage facilities.

TYPICAL DUTIES:

Percentage	Essential (E) ¹ Marginal (M) ²	Job Description
50%	(E)	Concrete and asphalt pavement repair; shoveling and leveling material, loading material on trucks. Roadside maintenance, including; shoulder grading, vegetation control (chemical spraying, brush and weed clearing requiring the use of chain saws and string trimmers), replacing signs, markers, fence repair, and graffiti/litter removal. Various support activities, including; setting lane closures, shoulder closures and flagging traffic.
25%	(E)	Operate motor vehicles, such as; pickup, cargo truck, van, utility trailer and equipment requiring a Class C driver’s license. Operate and service light duty equipment, such as forklift or tractor and other off-highway machinery. Assist Equipment Operators in daily lubrication and service of highway maintenance equipment including commercial vehicles.
15%	(E)	Support the Department’s training goals: Attend trade specific training to remain current with highway maintenance and equipment strategies. Attend policy compliance training as required.
10%	(M)	May be loaned to other crews, areas, or divisions for operational need and may participate in Special Programs relating to Storm Water and Special Events.

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

² MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Does not normally supervise, but may temporarily assigned as "person in-charge" over Landscape Workers, Highway Workers or Special Programs Personnel (including volunteers, parolees, probationers and/or inmates), to safely complete assignments made by the supervisor or leadworker.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The following licenses and/or certifications are MINIMUM QUALIFICATIONS for this classification:

- Commercial Driver's License (CDL), class B with tank endorsement [N] issued by the California Department of Motor Vehicles.

Must have a thorough knowledge of the operation and care of automotive equipment and light duty machinery.

The incumbent is expected to have a working knowledge of the methods, materials, tools and equipment used in maintaining highways; roadway, shoulders, signs, markers, pumping plants and other drainage facilities.

The incumbent must be able to follow verbal and written direction; safely operate; vehicles, machinery, power-tools and hand-tools used in highway maintenance. Must be able to work well with others.

Must have knowledge of the provisions of the California Vehicle Code as it applies to the operation of motor vehicles and traffic regulations.

Must have knowledge of safe work practices and know the employee's role in Department's Injury and Illness Prevention Program.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Work assignments and instructions are provided. Most decisions are made at a higher level.

The most serious consequences could cause serious accidents or injury to self, co-workers or the traveling public if a poor attitude towards safety is exhibited.

When confronted with emergency situations, the equipment operator judgement should consider the protection of lives, the environment and property.

PUBLIC AND INTERNAL CONTACTS

Contacts are usually limited to co-workers and the supervisor. Other internal contacts are those who work within the same Maintenance Station and management within the chain of command.

Rarely, the incumbent will have contact with California Highway Patrol representatives, other government agency representatives and members of the public.

Incumbent will observe the chain of command to keep the supervisor apprised of all matters.

Will be loaned to other crews.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. The incumbent will be required to routinely move heavy objects weighing up to fifty pounds or more, stand, sit, drive or operate equipment for prolonged periods, bending, stooping, and or kneeling. The incumbent will have to walk on uneven surfaces, climb slopes, and ladders.

Must be able to maintain cooperative working relationships.

Must be able to maintain a calm composure when encountering confrontational/difficult persons or emotionally charged situations.

WORK ENVIRONMENT

The work is physically demanding and requires stamina. In addition, the job will require incumbent to work on or near roadways with a high volume of vehicular traffic.

Will be required to work around heavy equipment, heavy and/or sharp power-tools and hand-tools.

Incumbent utilizes chemicals such as herbicides to control vegetation and lubricants to perform routine maintenance of vehicles.

Incumbent can expect to be outside virtually 100% of the time in all types of weather and environmental conditions, including; Confined Spaces which are commonly dirty, wet and have little to no lighting and in Illegal encampments which are prone to; rodent infestation, biological wastes and illicit drug paraphernalia.

Incumbent will be required to work irregular shifts, including weekends, nights, holidays and in emergency situations. The incumbent will be expected answer calls after normal working hours to respond to unforeseen conditions needing immediate attention or emergencies. Work-shift changes may occur due to workload or weather related circumstances.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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