

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Highway Maintenance Worker	District 7/maintenance / East	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Maintenance Worker	907-640-6287-xxx	01/13/2014

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 direction of a Caltrans Maintenance Supervisor, Caltrans Highway/Landscape Maintenance Leadworker or other qualified crewmember, the Highway Worker operates light vehicles and equipment requiring a Class C driver's license used by assigned unit, and works individually or with a crew performing tasks related to highway maintenance work. The normal workweek is Monday through Friday, from 0730-1600 on a 5/40 work schedule. The incumbent will be required to work overtime including irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency situations and calls. May work in extreme weather conditions including temperatures to 15- degrees, high winds, snow, sleet, and rain. May be loaned to other cost centers. This position is represented under collective bargaining.

This position requires a valid class C driver's license.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Daily usually performs physical labor, including but not limited to, hand work like sweeping; shoveling; and raking asphalt. Picks up roadside litter, dead animals, hauls garbage, and performs other unskilled laboring tasks by using such tools as a pick, shovel, broom, pitchfork, and hoe. Removes brush and undergrowth from highway rights of ways by use of an axe, pruning shears, handsaw and/or chain saw, weed eaters, shovel, hoe and bush chipper. Seals cracks, resurfaces, oils, and patches roads. Operates hand held power tools.
20%	E	Operates light vehicles & equipment used by the assigned unit requiring a Class C driver license.
15%	E	Works on traffic control, sets and picks up lane closure, traffic cones, flares, and advance work signs; acts as a flag person; operates the pilot car, backup truck, and lane closure truck; operates a two-way radio.
15%	E	Repairs and cleans ditches, culverts, and other drainage structures. Replaces and repairs guardrail and fences, makes minor repairs to and clean signs and markers
5%	M	May be required to perform custodial duties such as cleaning crew area, work area, and equipment and tools. prepares accident reports, daily time sheets and other paperwork as necessary. Keeps records of fuel and material usage forms.
5%	M	Makes minor adjustments and emergency repairs to equipment, and maintains equipment (lube, changes tires, light bulbs, fuses, filters, and changes tires, light bulbs, fuses, filters, and window wipers; steam cleans equipment.

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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

No direct supervision is exercised. The incumbent may be appointed to oversee the work of a crew or group as the responsible person per Chapter VIII of the Maintenance Manual Vol. 1. Oversight may be over other Caltrans employees or Special Program Workers, such as California Conservation Corps workers or probationers.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of the operation and care of equipment used in the assigned duties and provisions of the California Vehicle Code as they apply to their operation; regulations, procedures and safety practices relating to highway maintenance work to protect their own safety and health and of others. 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. 1; basic safe work practices; familiarization with various highway, structure, emergency service, or landscape maintenance and construction equipment including operation, servicing, minor adjustment and emergency repairs to such equipment. Must know and follow policies and procedures for operating two-way radios, and have knowledge of fire suppression techniques and emergency first aid. Must possess a knowledge of statewide Maintenance functions and the mission, goals, organization and procedures of the Department of Transportation.

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; assist in work relating to the maintenance of highway, structure and landscaped areas and keep records. Must be able to do heavy manual labor, may be required to move up to 60#'s; use, operate and care for various hand, modify and change work methods to solve various problems encountered in daily operations and emergency situations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Judgement is exercised 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 and the traveling public, and could damage state and private property. Such acts could also result in monetary loss and embarrassment to the state.

PUBLIC AND INTERNAL CONTACTS

Has continuous contact with fellow employees. Will have frequent contact with the traveling public, especially during traffic control operations. Will have intermittent contact with various other individuals and agencies such as district and region office employees; local, State Highway Patrol and other law-enforcement agencies; fire and emergency personnel, and court referrals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to do heavy manual labor including: moving/placing of heavy objects up to 60#'s by lifting, pulling, pushing, and carrying; power grasping, bending, stooping, squatting, twisting, reaching, climbing, walking on uneven/unstable ground, climb ladders, work in confined spaces and stand or sit for prolonged periods; sit in/on and drive or operate maintenance and landscape vehicles; wear earplugs for loud noises; wear respirators and appropriate safety gear at all times; cleanup in the event of vehicle accidents, hazardous spills, general trash and debris. 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. This is a drug sensitive class. Incumbent will be required to pass a pre-employment drug test and is subject to reasonable suspicion testing during appointment. If incumbent possesses a commercial driver's license, employee will be required to take random drug tests throughout appointment.

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Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as those connected with traffic and weather conditions and other natural disasters. 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; reason logically, draw valid conclusions and make appropriate recommendations. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity, reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by his/her unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

This position is based at a Maintenance Station in a climate-controlled environment under artificial lights, but most of the duties will be spent outdoors operating equipment or working on foot performing manual labor. Weather conditions vary from a cold, windy, and wet winter climate to a very hot and predominately dry summer climate. May be exposed to dirt, dust fumes, materials/hot materials, chemicals, loud noises, inclement weather, steep, uneven, and/or unstable terrain, and fast moving traffic. Will be required to wear long pants and appropriate footwear in good condition, and must wear provided personal protective safety equipment such as shirts or vests, hard hats, safety glasses and gloves, face shields, respirators, ear plugs, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively throughout the assigned area and may be required to travel to and work in other areas in the district.

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