STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS HIGHWAY MAINTENANCE WORKER	DISTRICT 07 / SPECIAL CREWS / EAST SIGNS	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS HIGHWAY MAINTENANCE WORKER (PI)	907-740-6287	

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:

Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent 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 sign maintenance work. There are times when incumbent may work for other Supervisors and/or work units, as operational needs require. Incumbent may receive training from other employees of the crew, region, district or headquarters.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Perform physical labor, including but not limited to, handwork such as, erecting signs, painting out graffiti on sign and bridge structures. Performs other unskilled laboring tasks, by using tools such as a shovel, wrenches, handsaw, breaker bar and tamping bar. Operates power tools such as electric drill, paint sprayers, demolition hammer, and electric generators. Incumbent will work at various heights above the travelway in the course of maintaining signs and sign structures.
25%	E	Operates light vehicles & equipment used by the assigned unit requiring a Class C driver license. Reports any malfunctioning equipment or repair to the supervisor.
15%	E	Works on traffic control, sets and picks up lane closures, traffic cones, flares, and advance work signs; acts as a flag person; and operates a lane closure truck. Operates a two-way radio.
10%	E	Performs pre/postoperative vehicle inspections, moves signs, sign posts and hardware on/off equipment, returns unused material to shop at end of shift. Makes minor adjustments and emergency repairs to equipment, and maintains equipment (lube, changes tires, light bulbs, fuses, filters, and window wipers; steam cleans equipment.

[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

No direct supervision.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in bridge maintenance and construction; provisions of the current California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway and maintenance practices. Ability to work safe and work effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions. Knowledge of minor equipment maintenance and repair.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property and delay project completion/delivery.

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/ representatives of other government

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agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. Contact may be with a hostile person; the employee is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Employee must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating equipment 20% of the time on a year-around basis.

The remainder of the activity is labor intensive and includes but is not limited to the following:

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

Lifting/Moving- Signs and material, which may weigh from a few pounds up to 100 lbs. These items are moved from storage areas to vehicles, and to the job site, which can be on uneven terrain, and up to hundreds of feet away. Items moved include, signs, shovels, post hole diggers, drill motors, tamping bars, ladders, nuts and bolts and traffic control devices such as barricades, cones and sign standards.

Overhead reaching – Overhead work includes pulling yourself up into many types of equipment, holding up signs, servicing equipment on the lube hoist, signaling other workers, tightening/loosening signs from posts or structures, loading/unloading materials onto equipment.

Other Reaching – Includes but not limited to setting cones, lubing and checking equipment, shoveling, driving, shifting, holding signs picking up cones; often done on a continuous basis, over 60% of the work shift.

Pushing/Pulling – Includes the loading and unloading of sign posts, shoveling, tightening/loosening nuts, and bolts.

Twisting - The Operator twists while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a lane closure truck. Other twisting is done while, shoveling, and setting down and picking up traffic cones.

Climbing/Balancing – Done getting in and out of equipment, up and down banks/slopes, ladders, moving around sign structures. An example would be transitioning from the bucket, of a personnel hoist onto the catwalk of an overhead sign structure.

Bending/Crouching/Squatting/Crawling – The Operator often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The employee also crawls around and underneath equipment while checking and servicing equipment.

Simple Grasping – This activity is necessary about 90% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials.

Fine Manipulation – Putting washers and nuts onto bolts.

Importance of hearing and sight – both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing -should be adequate with or without hearing aid to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable.

WORK ENVIRONMENT

Work in a wide range of sometimes extreme-conditions, including heat up to 120 degrees, cold to –15 degrees, strong

winds, rain, sleet, and snow. The workweek is normally, 8 hrs. aday, 5 days, 5 days per week. The scheduling of the 5 days is at the discretion of the Region Management. The employee may be scheduled to work the night the night shift as needed to meet operational needs, with proper advance notice as per Bargaining Unit 12, Memorandum of Understanding. May be scheduled to work, scheduled and/or emergency overtime, due to storms, callback, special work projects, or to meet operational needs.

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):
A. Appropriate footwear, in good and sturdy condition, must be worn.
B. Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
C. Long pants. No shorts or cutoffs.
D. Provided safety gear; hard hats, safety glasses, hearing protection devices, face shields, gloves, respirators, chaps, or other safety gear must be worn when required by the department (white coveralls for 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