

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS HIGHWAY MAINTENANCE WORKER	OFFICE/BRANCH/SECTION 07/MAINTENANCE/SPECIAL CREW	
WORKING TITLE CALTRANS HIGHWAY MAINTENANCE WORKER	POSITION NUMBER 907-740 -6287	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:**

Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent will be required to operate light vehicles and equipment and must have a valid class "C" driver's license. Will work individually or with a crew performing tasks related to stenciling of State maintained roadways and/or facilities. In the absence of the Caltrans Maintenance Supervisor, a leadworker or other qualified employee may be assigned as the supervisor. May be assigned to work for other supervisors and/or units as required by operational needs. Training is continuous, formal or informal, and may be received from other employees of the crew, region, district, or headquarters. Will be required to work overtime, irregular shifts/alternate work schedules including nights, holidays, and weekends, and may include shift changes due to operational needs. May be loaned to other cost centers. This position is represented under collective bargaining.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45% E	Operate light vehicles used by the assigned unit. Make minor repairs and adjustment to vehicles and equipment (i.e., applicator carts, grinders, etc.). Conduct pre and post operational checks on vehicles and equipment.
45% E	Perform maintenance tasks involving kneeling, bending, stooping, reaching, climbing and lifting. Must be able to lift a minimum of fifty (50) pounds or more.
10% M	Work on traffic control, place works signs and cones, and flag traffic as required. Operate lane closure truck, back up truck with appropriate license, and two-way radio. Complete crew reporting forms, pre/post operational requirements, fuel and oil recap sheets, and other miscellaneous reports.

<sup>1</sup>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**

None. May be placed in charge of a work crew as responsible person in charge per Chapter 8 of the Maintenance Manual Volume 1.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have the knowledge of materials, methods, equipment and tools used in highways maintenance of pavement delineation, provisions of the current California Vehicle Code as is pertains to the loading and operation of motor vehicles, rules and regulations pertaining to highway maintenance practices. Ability to work safely, effectively, alone and/or with others. Must be able to analyze various work situations effectively and make sound decisions.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors may expose co-workers and/or the public to possible injury or loss of life. Errors 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. Errors may expose the State to liability for damages to public property.

**PUBLIC AND INTERNAL CONTACTS**

Must maintain good relations with the public, Caltrans employees, and employees/representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of the assignment. Contact may be with hostile public and the incumbent is expected to maintain a favorable public image for the

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

---

Department and the State. Must interact positively with employees and individuals from many different cultural backgrounds.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have physical ability to react quickly to errant motorists in the field.

Activities are labor intensive and include but are 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:

Stencil installation: standing, walking, stooping, reaching, bending, lifting, 60%

Sitting, driving, loading materials, and moving vehicles, 40%

Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools, 40%; Sitting and driving, 50%

Snowy day: Sitting and operating large trucks, loaders, 90%; walking and standing, checking out equipment, 10%

Crack sealing: Standing, walking, and driving, 95%

Chip sealing: Standing, operating truck, loader, spreader, 80% to 90%

Paving: Operating trucks, loaders, 15%; Standing and walking, raking and shoveling, 45%

Litter pickup/patrol: Lifting, walking, and climbing in/out of vehicle, 95%

Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting, 95%

Lifting (floor to bench to floor) – Items lifted may be any of the following but are not limited to gear bags, small hand tools, lights, sprays guns, tool boxes, spray lines, tarps, wire and synthetic ropes, boxes of fittings, buckets of paint

Transport and/or carry – Bagged/boxed material which may weigh 50 to 100 pounds must be transported and/or carried from storage to vehicles and from vehicles to job sites which may be on uneven terrain. Tools, supplies, and equipment are transported and/or carried from a few feet to 30 yards and weigh from a few ounces to 200 pounds. Items may include but are not limited to hoses, signs, standards, flags, cones, barricades, 5 gallon paint buckets, pressure washers, paint spray pumps, sand bags, containment tarps, etc. This is done approximately 5 % of the shift.

Overhead reaching – Overhead work includes but is not limited to pulling self up into many types of equipment, scraping, brushing and rolling, spraying, holding up signs, spray shields, setting up signs, and loading material into/onto equipment. This activity makes up 80% of the shift.

Other Reaching – Includes but is not limited to setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, setting work signs, picking up cones; often done on a continuous basis.

Pushing/Pulling – Includes but is not limited to shoveling, hooking up trailers, pulling on hoses, working on cranks on equipment stands, tightening and loosening nuts and bolts, scraping, hand cleaning, pressure washing, spray painting, and opening buckets.

Twisting - Done while driving equipment and on a continuous basis especially while backing up or turning around while operating a pilot car. Other twisting is done while dragging brush, shoveling, raking, and setting down and picking up traffic cones which weigh 10 pounds, climbing in and out of trucks and forklifts, setting and picking up painting equipment.

Climbing/Balancing – Climbing is done in/out and off/on of equipment, up and down banks and slopes, ladders, stairways (often with a load of material or supplies), onto steps and walkways to do engine checks on equipment, in and out of trucks/painting equipment/bed and cab of trucks, up and down banks/slopes, ladders, stairways, steps, and walkways.

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

---

Bending/Crouching/Squatting/Crawling – This is done 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; also done around and underneath equipment while checking and servicing equipment.

Simple Grasping – This activity is necessary about 80% of the shift while climbing in/out and around equipment, operating equipment, using hand tools and handling materials, mixing paint, cleaning guns and hand cleaning.

Fine Manipulation – This occurs less than 10% of the shift and usually while writing reports or manipulating the knobs and levers on the equipment, brushing, rolling, and rebuilding guns.

Importance of hearing and sight – both are essential on the job to hear directions and equipment and must have sufficient vision to perform tasks safely.

Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety as per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual (i.e., look out alarm devices, including vehicle horns used to warn employees of imminent danger at the work site).

---

## WORK ENVIRONMENT

Work in a wide range of sometimes extreme conditions including heat up to 100 degrees, cold to 32 degrees, strong winds, rain, sleet, and/or snow.

During the winter months, the work week is normally five 8-hour days. The scheduling of the work days is at the discretion of Region Management. May be scheduled to work the night shift as needed to meet operational needs with proper advance notice as per the Bargaining Unit 12 Memorandum of Understanding.

May work scheduled and/or emergency overtime due to storms, callback, special work projects, or to meet operational needs. Overtime will be assigned per the Bargaining Unit 12 Memorandum of Understanding.

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

- A. Appropriate footwear, in good and sturdy condition.
  - B. Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to 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.
- 

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)

---

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

SUPERVISOR (Signature)

DATE