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/MAINTENANCE/SOUTH	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS HIGHWAY MAINTENANCE WORKER	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 California Driver's License used by assigned unit, and works individually or with a crew performing tasks related to highway landscape maintenance work; maintains functional and landscape plantings; weed and insect control; soil sterilization; mixing and applying chemicals and performs general laboring tasks associated with the maintenance of the State Highway system In the absence of the Caltrans Maintenance Supervisor, a Caltrans Landscape Maintenance Leadworker or other qualified person may be in charge. The incumbent will be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers. This position is represented under collective bargaining.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Daily usually performs physical labor, including but not limited to, hand work like sweeping; shoveling; and raking. 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, weedeaters, shovel, hoe and bush chipper. Chemical mixing-loading-spraying for weed and insect control. Irrigation repairs.
25%	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.
5%	M	Repairs and cleans ditches, culverts, and other drainage structures. Replaces and repairs guardrail and fences. Replaces, makes minor repairs to and clean signs and markers.
5%	M	Makes minor adjustments and emergency repairs to equipment and maintains equipment (lube, changes tires, light bulbs, fuses, filters, and window wipers; steam cleans equipment. Completes simple written records, such as crew daily work records, accident reports, lube records, mileage reports, etc. Pre/post operative equipment checks

[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. Employee may at any time be placed in charge of a work crew as the responsible person in charge per Chapter VIII over Special Program Workers, such as California Conservation Corps, probationers, etc.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have basic knowledge of materials, methods, equipment, and tools used in landscape maintenance and construction; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to landscape 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.

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.

PUBLIC AND INTERNAL CONTACTS

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 their assignment. Contact may be with hostile public, 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 and light vehicles 25% of the time on a year-around basis. The remainder of the activity is labor.
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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:

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

Snowy day: Sitting, standing, twisting and turning when performing chain control duty 90%; walking and standing, checking out equipment, 10%

Chemical spraying: Standing and walking 95% of the day

Irrigation repair: Standing, bending, kneeling, twisting, operating truck 80% to 90% of day

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

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to: tire chains for vehicles which may weigh as much as 75 lbs. per chain. In the winter months these could be handled on an every day basis; a post driver which weighs approximately 60 lbs.; assist with the loading and unloading of a tire in a rim which can weigh over 75 lbs. Another example of lifting is shoveling dirt or vegetation removal. Each shovel full lifted weighs approximately 15 lbs., and 1,000 to 1,500 lbs. of dirt or cut vegetation per day, would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist.

Another type of lifting is light pickup – loading garbage bags with litter, which requires continuous bending and lifting.

Incumbent should ask for assistance when moving items over 50 pounds.

Transport and/or carry – Bagged/boxed material, which may weigh 50 to 100 lbs., must be transported and/or carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, power tools, etc. and may be carried on uneven terrain.

Overhead reaching – Overhead work includes but not limited to pulling yourself up into many types of equipment from, pruning, holding up signs, servicing equipment, signaling other workers, and throwing/loading material in equipment.

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

Pushing/Pulling – Includes but not limited to shoveling, opening doors, hooking up trailers; installing plows, sanders, kettles, pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing tires and chains; pulling down on post drivers. Pulling brush and limbs, animal carcasses, pulling chains, etc.

Twisting - The employee may twist while driving equipment and does so 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 and applying chemicals.

Climbing/Balancing – Is done in and out of equipment, up and down banks/slopes, ladders, stairways, (often with a load of material or supplies); onto steps and walkways to do engine checks on equipment. One example would be to climb on a heavy equipment trailer to secure the load with chain binders.

Bending/Crouching/Squatting/Crawling – The employee 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, putting on or removing snow chains and tightening or replacing other equipment parts.

Simple Grasping – This activity is necessary about 95% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials.

Fine Manipulation – This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment. A higher percentage of the time would be power saws or similar equipment.

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. As per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual.

Mental & Emotional: 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 traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations, and adopts an effective course of action. 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.Transport and/or carry – Bagged/boxed material, which may weigh 50 to 100 lbs., must be transported and/or carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, power tools, etc. and may be carried on uneven terrain.

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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.

During the winter months the workweek is normally 5/8-hour days. The scheduling of the 5/8 days is at the discretion of the Region Management. Employee 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 be requested to 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, 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 hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or

other safety gear must be worn when required by the Department, including hazmat conditions and/or incidents when required. the Region Management. Employee 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.

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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