STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT HIGHWAY MAINTENANCE WORKER	08-740 BLYTHE MAINTENANCE	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
	908-740-6287-918	

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 CT Maintenance Supervisor, Leadworker or other qualified crewmember, the CT Highway Maintenance Worker performs miscellaneous labor while performing duties associated with maintaining the State highway system. The incumbent may be assigned to man chain-control points on state highways in winter storm areas. The incumbent may be required to work overtime including nights and weekends, may be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency calls. May be loaned to other cost centers. This position is represented under collective bargaining. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
85%	E	The incumbent will perform manual labor; operate light equipment, and power and hand tools while performing duties such as paving, pot-holing and crack-sealing; drain and ditch cleaning; sign and delineation installation, maintenance and repair; landscape irrigation and maintenance; brush and tree trimming; litter and graffiti removal; traffic control; and other related duties. Traffic control duties may include setting and picking up lane closures using traffic cones, flares and advance warning signs; hand-flagging traffic; and operating pilot vehicle, back-up truck and cone truck. Will perform pre and post operation checks; minor and emergency repairs and adjustments to equipment; services and cleans equipment. The incumbent may be assigned to man chain control points on state highways leading into winter storm areas. Will help set up traffic control and screen vehicles for proper equipment to enter chain controlled areas.
15%	M	The incumbent will be required to perform custodial duties such as cleaning crew area, crew restrooms, work area, and equipment and tools; must keep records such as crew/time reporting forms and material usage forms.

[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 is exercised. The incumbent may be appointed to oversee the work of a crewmember or group as the responsible person per Chapter VIII of the Maintenance Manual Vol. I. Oversight may be over other Caltrans employees or Special Program Workers, such as California Conservation Corps workers or court-appointed probationers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have 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; requires knowledge of safety rules and regulations related to assigned duties as stated in Chapter 8 of the Maintenance Manual Vol. 1; and knowledge of basic safe work practices. Must know and follow policies

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and procedures for operating two-way radios, and have knowledge of emergency first aid. The incumbent is required to have and maintain a valid class C driver's license.
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; and keep records, and must be able to do heavy manual labor.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Judgment 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

The incumbent has continuous contact with fellow employees; will have frequent contact with the traveling public, especially during traffic control operations, and will have intermittent contact with various other individuals and agencies such as district and region office employees, local and state law-enforcement and fire and emergency personnel, and court referrals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sitting in/on and driving/operating maintenance and construction vehicles will be required. The incumbent will be required to do heavy manual labor including; moving/placing of heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, twisting, reaching, climbing, walking on uneven ground and prolonged standing. The incumbent must be able to cope with and respond to emergency situations such as those connected with traffic and weather conditions and other natural disasters, and 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.

WORK ENVIRONMENT

This position is based in a maintenance station located in a desert area. Most of the incumbent's time will be spent in the field, operating equipment or working of foot. Weather conditions vary from a cold, windy, and wet winter climate to a very hot and predominately dry summer climate. Temperature extremes can range from well below freezing in the winter to well over 100 degrees on a consistent basis in the summer. Occasional heavy thunderstorms can be expected in the summer months and heavy rain and/or snow is to be expected in the winter. Will be required to operate equipment and work outside in extreme temperatures and inclement weather, and may be required to sit or stand for long periods. The incumbent will be required to travel extensively through 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

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE