

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Highway Maintenance Worker	OFFICE/BRANCH/SECTION Maintenance / 674 Patterson	
WORKING TITLE Caltrans Highway Maintenance Worker	POSITION NUMBER 910-670-6287-XXX	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:**

Employee will operate specified vehicles requiring a Class C driver's license, such as light trucks, automobiles, highway maintenance, bridge maintenance, emergency service, construction, or landscape equipment; do miscellaneous labor intensive work in connection with the maintenance of the State highways, landscape and bridges including litter pickup, traffic control, tree maintenance, and maintenance of safety roadside rest areas; and do related work as noted below.

Employee may also be assigned to perform nonequipment operation duties normally assigned to the other classifications as part of their normal assignment.

Employee may be assigned to other operational units and/or geographical areas as operational needs dictate.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50% E	Under direction, operate and service highway maintenance and snow/ice removal equipment identified as Levels of Equipment for Caltrans Maintenance Worker. Properly operate 2-way radios. Use products that could be hazardous or dangerous. Perform heavy labor associated with highway structures, cleaning ditches, culvert openings, erosion control, vegetation control, planting and establishment, installing storm water protection measures, litter pickup. Operate manual/power hand tools. Common hand tools to be used could be but are not limited to shovels, rakes, pitchforks, brooms, post-drivers and pullers, and wrenches. Common power tools used could be but not limited to chainsaws, weed eaters, hay blowers and hydro seeders, jack-hammers, circular saws, pruning sheers, picks, shovels, digging bars, power drills, power grinders. Move a variety of heavy objects. Perform custodial work. Perform litter and dead animal removal and disposal. Perform snow and ice control tasks such as, but no limited to, snow stake installation, repair, and removal, and man chain control operations. Perform brush and small tree removal and disposal. Attend all required training programs.
40% E	Operation of "pilot car" and flagging duties, and other traffic control duties such as setting up lane closures on two-lane and multi-lane highways, set up cones, and operate shadow truck.
5% M	Provide training on equipment.
5% M	Perform minor repairs to maintenance stations and highway facilities.

<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**

Normally this position does not supervise, however, the incumbent may be placed in charge or called upon to act as leadperson for a short duration.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of operation and care of automotive equipment, including light trucks. The incumbent must have some knowledge of minor construction; repair and maintenance work; provisions of the California Vehicle Code applying to the operation of vehicles; highway maintenance procedures; highway or landscape maintenance and construction equipment and operation; servicing, minor adjustment, and emergency repair of such equipment.

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Ability to read, write, and follow oral and written directions in English at a level required for successful job performance; do heavy manual labor; keep records. Assists in work relating to the maintenance of highway, structure and landscaped areas.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly service and maintain or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the general public, operator and/or crewmembers. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

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## PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with representatives from other public and private Local Agencies as well as all levels of Caltrans Management.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to bend; stoop; climb; kneel, reach, push, pull and stand for long periods of time in various climatic conditions. May be required to assist in the clean up in the event of various types of accidents involving personal injury to others and/or hazardous spills. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Employee must be able to work alone.

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## WORK ENVIRONMENT

The incumbent may/will be exposed to and work in loud noise; dust; chemicals; extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. The incumbent will be required to wear all personal protective equipment; move heavy objects; stand or sit for prolonged periods. Wear and use all required personal safety equipment. Follow all policies, and procedures. Will be required to work rotating or irregular shifts, including weekends, nights, holidays and overtime. Responds to after-hour emergencies.

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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

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DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

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DATE