

<b>CLASSIFICATION TITLE</b> Caltrans Highway Maintenance Worker	<b>DISTRICT/DIVISION/OFFICE</b> 10/690 Merced Area
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<b>WORKING TITLE</b> Maintenance Worker	<b>POSITION NUMBER</b> 910-690-6287	<b>EFFECTIVE</b>
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**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team member and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**General Statement:**

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

Employee may also be assigned to perform non-equipment operation duties normally assigned 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:**

<b>Percentage</b>	<b>Job Description</b>
Essential (E)/Marginal (M)	

50%(E)	Under direction, operate and service highway light duty maintenance identified as Levels of Equipment for Caltrans Maintenance Worker. Perform heavy labor associated with, but not limited to highway structures, cleaning ditches, placing asphalt material, crack sealing, culvert openings, erosion control, vegetation planting and establishment, installing storm water protection measures, litter pickup, sign and guardrail installation and repair. Cut weeds, brush and small tree removal and disposal from right of way. Operate manual/power hand tools including but not limited to shovels, rakes, pitchforks, brooms, post-drivers and pullers, wrenches, chainsaws, weed eaters, hay blowers, hydro seeders jack-hammers, hand saws, pruning shears, picks, shovels, digging bars, power drills, power grinders. Move a variety of heavy objects including but not limited to cement bags and/or concrete, litter bags, tires and tire retreads. Perform litter and dead animal removal and disposal.
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20%	Perform Custodial work duties including but not limited to sweeping, emptying trash, cleaning restroom facilities. Use products that could be hazardous or dangerous if not handled properly including but not limited to pesticides, cleaning solvents, petroleum based products, and bio-hazards. Perform minor repairs to maintenance stations and highway facilities including but not limited to plumbing, painting, facility landscape maintenance and general cleanup.
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- 20% Properly operate 2-way radios. Perform snow and ice control tasks such as culvert openings, man chain control operations. Operation of “pilot car” and flagging duties, and other traffic control such as, but not limited to setting up lane closures on highways, set up detours and operate shadow truck.
- 10% Provide training to co-workers on equipment and tools associated with the maintenance worker position. Attend all required training programs

### **Supervision 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.

Ability to qualify on equipment designated or related to classification. 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.

### **Consequence of Error/Responsibility for Decisions**

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.

### **Public and Internal Contacts**

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

### **Work Environment**

The incumbent 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.

**Physical, Mental and Emotional Requirements**

Employee will be required to bend; stoop; climb; kneel, reach, push, pull, sit and stand for long periods of time. 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.

I have read and understand the duties listed above and can perform them with/without reasonable accommodations. (If you believe you may require reasonable accommodation, please discuss this with the 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**

**DATE**

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

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**SUPERVISOR**

**DATE**