STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Highway Maintenance Worker	11/Maintenance/East Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CHMW, Descanso TW	911-610-6287-	

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:

Under the supervision of the Caltrans Maintenance Supervisor, the CT Highway Maintenance Worker performs miscellaneous laboring duties in conjunction with maintenance and repair of State highways, and works with the rest of a crew in the performance of these activities. A Class C drivers license is required while performing duties associated with maintaining the State highway system. The incumbent will work individually or with a crew, and may occasionally oversee a less experienced coworker. The normal workweek is Monday through Friday, from 7:00 a.m. to 3:30 p.m. on a 5/40 work schedule. Incumbent may be required to work overtime including weekends/holidays if needed, may be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency calls. This position is represented under collective bargaining. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
60%	E	Works with a crew performing highway maintenance activities; typical duties include sealing cracks; loading, unloading and shoveling material; digging or repairing drainage ditches and culverts; clearing drainage inlets. Operates light landscape, maintenance or construction equipment (pickup, cone truck, etc.). Keeps simple records.
20%	E	Regulates traffic to ensure safe conditions for coworkers and the traveling public.
10%	E	Removes obstacles, debris and carcasses from the traveled way or highway rights of way. May assist in the repair or replacement of signs, fence, guardrail posts. Performs other duties as needed, including removing litter from highway roadsides, or the occasional direction of probationers involved in litter removal.
5%	M	Incumbent must be available for overtime without notice when an emergency occurs late in the shift or when necessary to complete an operation; planned overtime for ongoing emergencies or operations which can be done only outside normal hours; and handling or assisting with after-hours callouts.
5%	M	May also be assigned to perform non-equipment operation duties normally assigned to the class of Caltrans Landscape Maintenance Worker as part of normal assignment.

[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

None. On occasion, may be placed in charge of one or two others doing litter removal.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Operation and care of automotive equipment including light trucks
- Minor construction, repair and maintenance work
- Basic safe work practices to protect safety and health of self and others

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Ability to:

- Follow directions at a level required for successful job performance
- Do heavy manual labor
- Safely operate and care for automotive equipment including light trucks; keep records of equipment use and servicing
- Work cooperatively with others

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Knowledge of:

- Operation and care of automotive equipment including light trucks
- Minor construction, repair and maintenance work
- Basic safe work practices to protect safety and health of self and others

Ability to:

- Follow directions at a level required for successful job performance
- Do heavy manual labor
- Safely operate and care for automotive equipment including light trucks; keep records of equipment use and servicing
- Work cooperatively with others

PUBLIC AND INTERNAL CONTACTS

Occasional contact with the traveling public; routine contact with other crew members and supervisors. Most work is done in a crew setting; necessary to work cooperatively with others. Must exercise restraint when dealing with irate motorists.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is done in close proximity to traffic and equipment; incumbent must hear at a level sufficient to hear warning shouts and backup bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings, and sufficient night vision to assist with callouts after-hours.

Most duties require prolonged standing, especially flagging. Digging, shoveling, litter removal, crack sealing require prolonged standing with stooping. Loading/unloading materials involves moving sacks (weight to 50-pounds), or may be done by the shovelful from a stockpile. If assigned to assist with guardrail replacement, incumbent and partner will move a guardrail section (50-75 pounds), typically 50 feet from truck to work area. Work is often done over uneven terrain.

From time to time, incumbent will perform repetitive tasks. Even in these circumstances, paying close attention to traffic and equipment is imperative.

Personal safety requirements include but are not limited to:

- A serviceable leather work shoe or boot specifically fabricated for use in work environments such as those found in highway maintenance or construction activities.
- Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- Long pants. No shorts or cutoffs.
- 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.

WORK ENVIRONMENT

Almost all work is done outdoors in all types of weather. Incumbent will be exposed to blown dust, exhaust fumes, equipment and traffic noise, uneven surfaces, extremes of heat and cold.

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