

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE CT Highway Maintenance Worker	OFFICE/BRANCH/SECTION 11/Maintenance/West Region	
WORKING TITLE CHMW, Kearny Mesa Functional	POSITION NUMBER 911-700-6287-	EFFECTIVE DATE

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 as scheduled; working cooperatively with team members 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:

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 6:30 a.m. to 15:00 p.m. on a 5/40 work schedule. Incumbent will 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		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Works with a crew performing highway maintenance activities; typical duties include guardrail repair and sign repair and replacement. Work involves repetitive heavy lifting and digging. Use of cutting torch and welder.
25%	E	Repair and replace fence along State Right of Way.
15%	E	Place traffic control for daily operations. Operate light duty equipment including pick up trucks and cone body trucks (list is not all inclusive).
5%	E	Checks inventory for night sign reviews.
5%	M	May be loaned to other crews for miscellaneous labor duties: Traffic control, storm patrol, drain checking and clearing, may perform minor facility maintenance.

¹ESSENTIAL 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 other employees.

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

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

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and poor decision making can effect the safety of self, coworkers, public service workers and the traveling public resulting in possible injury or loss of life. May expose the state to tort liability and damage the highway infrastructure, tools and equipment.

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, and repairs require prolonged standing with stooping. Loading/unloading materials involves 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.

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