

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Highway Maintenance Worker (CHMW)	District 11 / Maintenance / West Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CHMW, Storm Water Crew	911-700-6287	

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 direction of a Caltrans Maintenance Supervisor or leadworker, the Caltrans Highway Maintenance Worker operate and service various vehicles and equipment used in Storm Water Facilities maintenance, inspection and repair. Vehicles include but not limited to, pick up trucks, brush removing equipment. A class "C" unrestricted driver's 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 less experienced crew members. The normal work week is Monday through Friday on 5/40 schedule. Incumbent may be required to work overtime including nights, weekends, holidays and may be required to work temporary and/or intermittent varied work shifts. This position is represented under collective bargaining. Duties include but are not limited to:

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
50%	E	Works with other crew members performing, cleaning, inspection and maintenance of various Storm Water facilities located through out District 11. Operates light duty pick ups and other light duty equipment including various light power tools. Performs and documents daily pre-trip and post operational inspections on all equipment used. Keeps equipment and tools in clean operational condition, changes flat tires when required and performs minor repairs.
30%	E	Works with Supervisor and Leadworker and other crew members to inspect and document Structural Water treatment devices with-in District 11. Assist in setting, establishing and maintaining traffic control areas per Chapter 8. May assist in the performance slope inspections and documentation when properly trained.
15%	E	Performs work involving the use of various hand and pneumatic tools, impact wrench, ratchet, chain saw, cutting torch, air-operated impact tools, shovel, trowel.
5%	M	Other duties as required, may include storm patrol, snow removal, traffic control. Attends various training sessions including but not limited to, Maintenance Basic Equipment Operation (MEBO), Maintenance Equipment Training Academy (META), confined space training, safety, hazmat, fall protection and other training as needed or required. Training will include travel to out of district locations.

<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**

None. May oversee less experienced crew members performing specific operations.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Incumbent must have knowledge of materials, methods, equipment, tools and safety practices, policies and procedures while working on the roadside. Incumbent required to employ and enforce all safety standards at all times. Must have the ability to do heavy manual labor, follow directions, work independently and cooperatively with others.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors in judgment and poor decision making can effect the safety of self, coworkers, 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.

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## PUBLIC AND INTERNAL CONTACTS

Daily contact with supervisor, lead worker, crew members. Must exercise restraint when dealing with irate motorist and uncooperative public service workers.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is performed in close proximity to traffic and equipment. Incumbent must be alert and aware of surroundings. Incumbent must hear at a level sufficient to hear warning shouts and back up bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings and sufficient night vision to operate assigned equipment outside conventional working hours. Operating equipment requires prolonged sitting and sufficient manual dexterity to operate knobs and levers and ability to climb in and out of equipment. Other related duties require prolonged standing, bending, stooping, kneeling and loading/unloading of materials.

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## WORK ENVIRONMENT

Most work is performed out doors, where incumbent will be exposed to dust, wind, exhaust fumes, noise, uneven surfaces, extremes of heat and cold, inclement weather and moving traffic. May be exposed to loud noises, irritating plants, insects and animals.

Personal safety requirements include but are not limited to:

- Appropriate footwear, in good and sturdy condition, must be worn; tennis or running shoes are not appropriate.
- Long-sleeved shirts provided by Caltrans, or a safety vest is to 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, harness and lanyard, or other safety gear, must be worn when required by the department.

Some overnight travel, aside from training requirements, may be required, less than 10%.

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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)

DATE

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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)

DATE