

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, Escondido Functional	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 and/or a Caltrans Maintenance Leadworker, incumbent performs miscellaneous laboring duties in conjunction with sign, fence, guardrail, attenuator and other associated hardware maintenance along State highways. Work may be performed at heights requiring the use of harness, lanyard or other fall protection. Incumbent may be required to be fitted for a respirator. 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 workweek is Monday through Friday on a 5/40 work schedule. Incumbent may be required to work overtime including nights and weekends, 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.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Depending on the assignment, the incumbent works with other crew members in the repair or replacement of sign, fence, guardrail, attenuator and other associated hardware. If license permitting, operates personnel hoist when one is required. May consult Maintenance Manuals to determine standards for marker replacement. Performs miscellaneous laboring duties in conjunction with guardrail, sign, attenuator and jersey wall maintenance. May haul material from warehouse to maintenance yard. Work involves use of various hand and pneumatic tools--impact wrench, ratchet, chainsaw, cutting torch, air-operated impact tools, shovel, trowel.
40% E	Depending on the assignment, the incumbent works with other crew members in the repair or replacement of signs or roadside delineation markers. Incumbent works alone or with other crew members in the removal of graffiti by paint spray rig and hand painting with brushes or rollers. May also remove stickers from roadside signs and bridge mounted signs when needed. Keeps and maintains log of pictures and graffiti removed from roadside assets.
10% M	Regulates traffic to ensure safe conditions for coworkers and the traveling public. Performs other duties as needed. Fills out daily time sheet for Leadworker or Supervisor

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. May oversee less senior coworkers performing a specific operation. May be placed in charge at the jobsite during the absence of a Caltrans Equipment Operator II or I, the Leadworker or Supervisor. A Supervisor, Leadworker or other senior crew member is always nearby or available by radio and/or phone.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have knowledge of safety practices to be employed while working on the roadside, operation and care of automotive equipment. Must have the ability to perform heavy manual labor, ability to lift 50 to 100 pounds, follow directions and work cooperatively with others.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment can result in damage, jeopardize the safety of employee, coworkers or the public, or result in a lawsuit against the department or even death.

ADA Notice

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PUBLIC AND INTERNAL CONTACTS

Daily contact with supervisors, coworkers and public service workers. The incumbent must maintain cooperative working relationships and 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. Work requires prolonged standing, stooping, shoveling; climbing in and out of vehicle; loading/unloading supplies 50 to 100 pounds; bending, stooping, kneeling; occasionally climbing embankments.

WORK ENVIRONMENT

Most work is done outdoors, where incumbent will be exposed to blown dust, exhaust fumes, noise, uneven surfaces, extremes of heat and cold, inclement weather.

Personal safety requirements include but are not limited to:

- Appropriate footwear--a serviceable leather shoe or boot specifically fabricated for use in highway maintenance and/or construction environments--in good and sturdy condition, must be worn.
- Either long or short-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, or other safety gear--must be worn when required by the department.

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