STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 09/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Highway Maintenance Worker	District 12/Maintenance/Field Maintenance	
WORKING TITLE Caltrans Highway Maintenance Worker - **Maintenance**	POSITION NUMBER 916-xxx-6287-XXX	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: BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS (INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS.) WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE (SUCH AS A DRIVERS' LICENSE.)

Under the direction of the Caltrans Maintenance Supervisor or guidance of a Caltrans Highway Maintenance Lead worker, the Caltrans Highway Maintenance Worker performs laboring work in connection with the maintenance of the State highways, fence, guardrail and bridges. This is including litter pickup, traffic control, tree maintenance, maintenance of roadside rest areas and other related work; operates and maintains various light equipment and performs general laboring tasks associated with the maintenance of the State Highway system. The incumbent may be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays, and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers. This position is represented under collective bargaining.

This classification requires a valid class C driver's license.

TYPICAL DUTIES: BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.

Percentage Essential (E)/Marginal (M)*	Job Description
70% (E)	Performs laboring work in the maintenance of state highways, fence, guardrail and bridges, right of way and roadside rest areas; debris removal such as damage fence and guardrail, branches, brush, trash, graffiti removal from sound walls and signs within the highway right of way. Uses and maintains proper traffic control devices and assists with closing of on ramps, off ramps, and freeway traffic lanes. Operates manual/power hand tools and performs manual labor tasks. Assist in cleaning up highway spills. Operates "pilot-car", flagging duties and other traffic control procedures. Operates two-way radios.
25%(E)	Operates and maintains various highway maintenance equipment requiring a class C driver's license. Incumbent shall follow prescribed methods of equipment as instructed by META and their supervisor and use the Pre-op and Post-op checklist for reporting any signs of problems to their supervisor. Service and make minor repairs on equipment as instructed by META. Must be able to operate automatic and manual transmission. May perform any of the duties outlined under Caltrans Highway Maintenance Worker and other related work.

***ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.**
***MARGINAL FUNCTIONS are minor tasks of the position that can be assigned to others.**

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TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)*	Job Description
5% (M)	Prepares reports and other paperwork as necessary.

SUPERVISION EXERCISED OVER OTHERS:

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Possession of a valid class C drivers' license. Must be able to operate automatic and manual transmissions.

Knowledge: Operation and care of automotive equipment including light trucks, vans and automobiles; maintenance and repair of state highways and right of way.
Knowledge of basic safe work practices to protect their own safety and health and that of others. Must possess a knowledge of statewide Maintenance functions and the mission, goals, organization and procedures of the Department of Transportation.

Abilities and Analytical: Ability to communicate and follow oral and written instructions at a level required for successful job performance; operate and communicate clearly over a two-way radio system; do manual labor; keep records. Ability to use equipment required in highway maintenance. Ability to assist in work relating to the maintenance of highways, and safety roadside rest facilities. Must be able to recognize and respond appropriately to emergency situations.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Poor judgment could result in danger and possible injury or loss of life for the traveling public and Caltrans employees.

PUBLIC AND INTERNAL CONTACTS:

Occasional contact with the traveling public; contact with State Highway Patrol and other law enforcement agencies; internal contact with crew members and supervisors.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Physical: The incumbent will be required to do heavy manual labor including moving/placing heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground; working in confined spaces; and standing or sitting for prolonged periods. May be required to sit in/on and drive or operate maintenance and landscape vehicles. The incumbent will be required to wear earplugs for loud noises; and appropriate safety gear at all times. The incumbent will be required to clean up in the event of vehicle accidents, hazardous spills or general trash and debris. The incumbent must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others. This position is a drug sensitive class. The incumbent will be required to pass a pre-employment drug test and subject to reasonable suspicion testing during appointment. Incumbent will be required to take random drug tests throughout appointment.

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PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS(Contd):

Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possible adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by their unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT:

The employee will be based at a Maintenance Station in a climate controlled environment under artificial lights, but some of the duties and time will be spent outdoors operating equipment and/or performing manual labor. Weather conditions vary from a cold, windy and wet winter climate to a very hot and dry summer climate. May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep, uneven and/or unstable terrain, fast moving traffic, and/or extreme temperatures. May be required to sit or stand for long periods of time. May be exposed/put in stressful situations. Will be required to wear long pants and appropriate footwear in good condition, and must wear provided Personal Protective Safety Equipment including but not limited to: shirts and/or vests, hard hats, safety glasses, gloves, face shields, respirators, ear plugs, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively throughout the assigned area and may be required to travel and work in other areas in the District.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

EMPLOYEE NAME*(Please Print)*

EMPLOYEE SIGNATURE DATE

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

SUPERVISOR NAME*(Please Print)*

SUPERVISOR SIGNATURE DATE

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