

**POSITION DUTY STATEMENT**

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS MAINTENANCE LEADWORKER	SPECIALTY REGION / RAISED MARKER CREW - 765/1115	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS MAINTENANCE LEADWORKER	904-760-6285	05/01/2014

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 general direction of a Caltrans Maintenance Supervisor. Incumbent assists with various raised marker, striping, and pavement marking operations. This also includes grinding operations. Handles and lifts large quantities of 35 to 50-lb bags or boxes. Operation and care of light trucks and commercial vehicles used for pavement delineation.

Must have knowledge of basic safe work practices and the provisions of the California Vehicle Code applying to the operation of vehicles, servicing, minor adjustments, and emergency repairs to equipment. Ability to communicate and follow simple written and oral directions, keep records, and perform heavy manual labor. May operate Class A or B equipment 60% of the time. This position requires an unrestricted Class A License, with Tanker endorsement. Also, will do necessary tasks normally done by the Supervisor in his absence.

Incumbent will adhere to and enforce all Directors Policies and Deputy Directives.

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

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45% (E)	Incumbent will lead and participate with the crew in the maintenance, removal and installation of striping, pavement markings and raised markers.
25% (E)	Incumbent will lead and participate with the crew in the operation, service and maintenance of light trucks and commercial vehicles along with equipment such as epoxy applicator, bituminous applicator and other category I, II equipment related to the raised /recessed marker operation. Incumbent will be responsible for equipment and material preparation.
15% (E)	Incumbent will use IMMS to input time for crew and work orders.
10% (E)	Traffic control and job site duties. Assist other delineation & sign crews. Prepare usage reports; maintains logs.
5% (M)	Perform light custodial duties & storm water related clean-up. Assists supervisor with training.

<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**

This position does not supervise. May cover for supervisor during temporary absence. May assist with training.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

Materials, methods, and equipment used in pavement delineation. Perform heavy manual labor, follow oral and written directions. Works in close cooperation with Supervisor, crew members, other branches, maintenance crews, other state agencies, city and county agencies, and the general public. Posses a valid Class "A" California Driver's License w/Tank endorsements. The position requires seasonal travel to remote areas within the region and state. May work irregular shifts, nights, or weekends as required. Knowledge of the computer and ability to prepare small reports will also be needed.

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### **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors in judgment, decision making, and trouble shooting skills could affect public safety or result in tort liability for the department. The work environment could also be rendered unsafe for employees involved in the project.

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### **PUBLIC AND INTERNAL CONTACTS**

Incumbent will routinely contact or interact with other Caltrans personnel, contractors, engineering consultants, and the general public. These contacts may take the form of verbal or written communications relating to the assignment. The incumbent will be in a high visibility position as a State representative. For any sensitive issues differ to your Supervisor or person in charge.

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### **PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Physical: Incumbent must be physically capable of utilizing writing instruments, hand tools, manual digging tools and electric tools. Incumbent may be required to bend, stoop, twist, power grasp, use fine manipulation, stand, sit, squat, lift and pull during performance of their duties.

Incumbent must have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding and working on other structures associated with state facilities. Incumbent should have visual and color acuity adequate for performing the essential functions of the job.

Mental: Incumbent must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide an end product that is safe and usable.

Emotional: Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties.

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### **WORK ENVIRONMENT**

The incumbent will be working in a vehicle controlled environment, subject to weather changes. Will also be exposed to noise from highway traffic and / or machinery.

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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
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