

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Service Asst (Maint), CT	OFFICE/BRANCH/SECTION D11/ MAINTENANCE	
WORKING TITLE SAM	POSITION NUMBER 911-XXX-3712-XXX	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the close supervision of a Caltrans Maintenance Supervisor and direction by a Caltrans Landscape Maintenance Leadworker, or Caltrans Highway Maintenance Leadworker, the Service Assistant-Maintenance (SAM) performs less difficult maintenance activities including but not limited to litter, weed, and debris removal duties. The incumbent works individually or with crew members. Incumbent may be required to work overtime including nights, weekends, holidays and irregular shifts 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.

CORE COMPETENCIES:

As a Service Asst (Maint), CT, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety First, Cultivate Excellence - Engagement, Equity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence - Engagement, Innovation)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Advance Equity and Livability in all Communities - Engagement)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety First - Engagement, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety First - Engagement, Integrity, Pride)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety First, Cultivate Excellence, Lead Climate Action - Engagement, Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Picks up litter and debris from highway right of ways and other public use areas to reduce Customer Service Requests (CSR) and maintains the goals set forth in the Budget Allocation Tool (BAT)
35% E	Works with crews in landscape maintenance activities such as trims, edges, fertilizes and plants in landscaped areas determined by the supervisor or lead worker. Removes weeds, overgrowth and performs brush abatement from highway right of way and other public use areas.

ADA Notice

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10%	E	Under close supervision, learns methods, materials and proper use of power equipment used in a variety of maintenance tasks.
5%	E	May be loaned to other crews for operational need performing miscellaneous laboring duties: such as traffic control, drain inspection, drain cleaning, or storm patrol.
5%	M	May perform minor facility maintenance. May perform general cleaning of facility and maintenance equipment.

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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of common hand tools and equipment used in routine maintenance and repair work.

Ability to:

- Learn and perform highway maintenance work including the safe use and care of equipment and supplies and the safety practices.
- Perform heavy manual labor.
- Understand and follow oral, written and/or gestural directions
- Work courteously and cooperatively with others
- Use acceptable work habits and meet established production standards.
- Perform basic arithmetic.

The incumbent must have a willingness to conform to department requirements; consciousness of safe work practices and potential hazards.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and poor decision making can affect the safety of self, coworkers, public service workers and the 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

The incumbent has daily contact with supervisors, co-workers and public service workers. It is necessary to maintain cooperative, businesslike working relationships.

Must exercise restraint when dealing with irate motorists and the incumbent is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Almost all 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.

Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

WORK ENVIRONMENT

Most work is done outdoors, where incumbent is exposed to blown dust, exhaust fumes, noise, uneven surfaces, extremes of heat and cold, inclement weather. May be exposed to loud noises, dust, chemicals, extreme weather conditions, moving vehicular traffic, stressful conditions, poison oak, irritating plants, insects and animals.

Possession of a valid driver's license is required to operate a State owned or leased vehicle.

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

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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 be worn over non-safety shirts or coats.
 - Long pants. No shorts or cutoffs.
 - Provided safety gear such as hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the department.
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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.)

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