

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Hwy Maintenance Wkr	OFFICE/BRANCH/SECTION DISTRICT 07/MAINTENANCE/SPECIAL CREWS	
WORKING TITLE CT Hwy Maintenance Wkr	POSITION NUMBER 907-740-6287-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:

The Caltrans Highway Maintenance Worker will operate specified vehicles requiring a Class C driver license, such as light trucks, and automobiles, highway maintenance, bridge maintenance, emergency service, construction, or landscape equipment. Incumbent will perform miscellaneous laboring work in connection with the maintenance of the State highways and bridges including litter pickup, traffic control, tree maintenance, maintenance of safety roadside rest areas, and do other related work. The incumbent receives functional guidance from a Caltrans Highway Maintenance Leadworker. There is continual guidance while work is in progress. The Caltrans Bridge Maintenance Supervisor makes the final review for acceptability and completeness.

Possession of class A or B driver license is desirable.

CORE COMPETENCIES:

As a CT Hwy Maintenance Wkr, 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Interpersonal Savvy/Partnering**: Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)
- **Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety First, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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45%	E	Incumbent usually performs physical labor, including but not limited to, hand work like sweeping; shoveling; and raking asphalt. Picks up roadside litter, dead animals, hauls garbage, and performs other unskilled laboring tasks by using such tools as a pick, shovel, broom, pitchfork, and hoe. Removes brush and undergrowth from highway rights of ways by use of an axe, pruning shears, handsaw and/or chain saw, weed eaters, shovel, hoe and bush chipper. Seals cracks, resurfaces, oils, and patches roads, slab repair and install storm water protection measures. Repairs and cleans ditches, culverts, and other drainage structures. Replaces, makes minor repairs to and clean signs and roadside markers.
25%	E	Safely operates and maintains various equipment requiring a class C driver's license. Incumbent shall follow prescribed methods of equipment as instructed by Maintenance Equipment Training Academy (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 (lube service points, changes tires, light bulbs, fuses, filters, and window wipers; steam cleans equipment; wash and wax). May perform any of the duties outlined under Caltrans Highway Maintenance Worker and other related work. Uses and maintains proper traffic control devices properly setting up signs, cones, barricades, message boards, assists with closing of on/off ramps, and traffic lanes as required per chapter 8 and operate 2-way radios.
15%	E	The incumbent is primarily responsible for working on a road crew, operating a variety of equipment such as pick up trucks, one ton trucks, two ton trucks, loaders, mowing machines, chippers, and forklifts, if license permits. Respond and assist with hazardous spill clean up and may be responsible for preparing a loss report. Operates light vehicles and equipment used by the assigned unit requiring a Class C driver's license.
10%	E	Incumbent will receive training on equipment. Will attend and participate in all required safety meetings and job related training programs.
5%	M	Incumbent will perform custodial work and make minor repairs to maintenance stations and highway facilities.

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. Employee may be placed in charge of a work crew as responsible person in charge per Chapter 8 of the Maintenance Manual Vol. 1 over other Caltrans workers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Employee must have the knowledge of materials, methods, equipment and tools used in highways maintenance of pavement delineation, provisions of the current California Vehicle Code as it pertains to the loading and operation of motor vehicles, rules and regulations pertaining to highway maintenance practices. Ability to work safely, effectively, alone and/or with others. Must be able to analyze various work situations effectively and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property and delay in project delivery.

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/ representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. This person when in contact with a hostile person is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must be able to interact well with employees and individuals from many different cultural backgrounds. Employee must also have physical ability to react quickly to errant motorists in the field.

The remainder of the activity is labor intensive and includes but is not limited to the following:

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

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Stencil installation; standing, walking, stooping, reaching bending and lifting is 60% of the day.

Sitting; 40% driving to, from, loading materials and moving vehicles during the operations.

Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting and driving 50%.

Snowy day: Sitting and operating large trucks, loaders, 90%; walking and standing, checking out equipment, 10%

Crack sealing: Standing, walking and driving 95% of the day

Chip sealing: Standing, operating truck, loader, spreader, 80% to 90% of day

Paving: Operating trucks, loaders, 15% of day. Standing and walking, raking and shoveling, 45% of day.

Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle 95% of day

Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting 95% of the day.

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to: gear bags, small hand tools, lights, sprays guns, tool boxes, spray lines, tarps, wire and synthetic ropes, boxes of fittings, buckets of paint.

Transport and/or carry – Bagged/boxed material, which may weigh 50 to 100 pounds., must be transported and /or carried from storage to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools supplies and equipment are transported and /or carried a few feet to 30 yards and weigh a few pounds. to 200 pounds. Each item may include but not limited to hoses, signs, standards, flags, cones, barricades, 5 gallon paint buckets, pressure washers paint spray pumps, sand bags, containment tarps, etc. This is done approximately 5 % of the day.

Overhead reaching – Overhead work includes but not limited to pulling yourself up into many types of equipment, scraping, brushing and rolling, spraying, holding up signs, spray shields, setting up signs and loading material into/on equipment. This activity makes up 80% of the day.

Other Reaching – Includes but not limited to setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, setting work signs, picking up cones; often done on a continuous basis.

Pushing/Pulling – Includes but not limited to: shoveling, hooking up trailers, pulling on hoses, working on cranks on equipment stands, tightening and loosening nuts and bolts, scraping, hand cleaning, pressure washing, spray painting and opening buckets.

Twisting - The Operator twists while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones which weigh 10 lbs. Climbing and out of trucks and forklifts, setting and picking up painting equipment

Climbing/Balancing – Climbing is done in/out and off/on of equipment, up and down banks and slopes, ladders, stairways, (often with a load of material or supplies); onto steps and walkways to do engine checks on equipment. One example is, in and out of trucks, painting equipment, bed and cab of trucks. Up and down banks/slopes, ladders, stairways, steps and walkways.

Bending/Crouching/Squatting/Crawling – The employee often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The employee also crawls around and underneath equipment while checking and servicing equipment.

Simple Grasping – This activity is necessary about 80% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials, mixing paint, cleaning guns and hand cleaning.

Fine Manipulation – This occurs less than 10% of a day and usually while writing reports or manipulating the knobs and levers on the equipment, brushing, rolling and rebuilding guns.

Importance of hearing and sight – both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. As per Chapter 13 of the Caltrans

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Injury Illness Prevention Program Safety Manual.

WORK ENVIRONMENT

Work in a wide range of sometimes extreme-conditions, including heat up to 100 degrees, cold to 32 degrees, strong winds, rain, sleet, and snow.

During the winter months, the workweek is normally 5/8-hour days. The scheduling of the 5/8 days is at the discretion of the Region Management. Employee may be scheduled to work the night shift as needed to meet operational needs with proper advance notice as per the Bargaining Unit 12, Memorandum of Understanding.

May be requested to work scheduled and/or emergency overtime due to storms, callback, special work projects, or to meet operational needs. Overtime will be assigned per the Bargaining Unit 12, Memorandum of Understanding.

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

- A. Appropriate footwear, in good and sturdy condition, must be worn.
 - B. Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to worn over non-safety shirts or coats.
 - C. Long pants. No shorts or cutoffs.
 - D. Provided safety gear; hard hats, safety glasses, hearing protection devices, face shields, gloves, respirators, 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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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