

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Hwy Maintenance Leadwkr	OFFICE/BRANCH/SECTION 07/SPECIALCREWS/BRIDGE CREW NIGHT	
WORKING TITLE CT Hwy Maintenance Leadworker	POSITION NUMBER 907-740-6285-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:

Working under the supervision of a Caltrans Bridge Supervisor, the incumbent operates light vehicles and equipment requiring a Class B driver's license, with a tank vehicle endorsement and identified as Category 2 equipment used by assigned unit. You will work individually or with a crew performing tasks related to bridge maintenance work. The employee is primarily responsible for working on a bridge crew, operating a variety of equipment such as boom truck, scissor truck, platform truck, and trucks including 4 cubic yards and smaller, front-end loaders and forklifts. The job duties could include operating various equipment to maintain and repair bridges throughout the District. Employee will be responsible for repairing the different elements of a bridge structure. Examples would be bridge rail, deck & joint spalls, joint seals and concrete and steel over height girder damage. Making lane closures, respond and assist with emergency bridge damage.

CORE COMPETENCIES:

As a CT Hwy Maintenance Leadwkr, 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. (Cultivate Excellence - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - Engagement)
- **Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Strengthen Stewardship and Drive Efficiency - Equity, Integrity)
- **Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence - Pride)
- **Teamwork and Collaboration**: Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety First, Cultivate Excellence - Engagement)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Equity)
- **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 - 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. (Advance Equity and Livability in all Communities - Equity)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence - Pride)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Oversees assigned crew and projects engaged in various phases of bridge structure maintenance, such as repairing spalled or damaged concrete to bridge rails, decks, joints and sub-structure and super structure members.

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

25%	E	Operates light vehicles & equipment identified as Category 2 used by the assigned unit requiring a Class B driver license. Makes minor adjustments and emergency repairs to equipment and services and maintains equipment (lube service points, changes tires, light bulbs, fuses, filters, and window wipers; steam cleans equipment; and operates hoist). May represent Bridge Supervisor at various meetings etc. Assist Bridge Supervisor in various reporting requirements, document preparation etc.
15%	E	Works on traffic control, sets and picks up lane closure, traffic cones, flares, and advance work signs; acts as a flag person; operates backup truck, and lane closure truck; operates a two-way radio.
10%	M	Completes simple written records, such as crew daily work records, accident reports, lube records, mileage reports, assist with inventory records etc.

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

No direct supervision. Incumbent maybe placed in charge of a work crew as the responsible person in charge per Chapter VIII and Maintenance Manual Vol. 1 over other Caltrans employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in bridge maintenance and construction; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to bridge maintenance practices. Assist in work related to maintenance of bridge structures Ability to work safe and work effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions. Knowledge of minor equipment repair and maintenance.

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 bridges, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property and/or 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. Contact may be with a hostile person; the employee is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating equipment and light vehicles 15% of the time on a year-around basis.

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:

Typical concrete bridge repair: Standing and walking using hand tools 70%. Sitting and driving 30%

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to:

Materials used to repair concrete bridge members: Burke 928 50#, Sharp Shot 50#, Allcrete 50#, Cement 100# and Sacked Rock 50#. Other examples of lifting are shoveling materials. Each shovel full of sand or rock weighs approximately 15 lbs. This is a hands on crew, approximately 80 % of our work is continuous lifting, twisting and bending.

Transport and/or carry – Bagged/boxed material, which may weigh 50 to 100 lbs., must be transported and/or carried from storage areas to equipment and from equipment to job sites, which may be on uneven terrain. Tools are transported and/or carried a few feet to 100 yards and weigh a few ounces to 100 lbs. each. Tools may include but not limited to chipping hammers, pavement breakers, electric tools, hoses, concrete saws, drills, jacks, jacking plates, signs, standards, flags, cones, etc. and may be transported and/or carried on uneven terrain.

50%

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

Overhead reaching – Overhead work includes but not limited to pulling yourself up into many types of equipment, holding signs, servicing equipment on the lube hoist, signaling other workers, chipping concrete, installing wood or steel forms and loading material into/on equipment.

25%

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

20%

Pushing/Pulling – Includes but not limited to installing bridge forms, replacing steel bridge rail, jacking and supporting bridges, shoveling, opening garage doors, hooking up trailers; pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing tires.

25%

Twisting - The Operator twists while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a lane closure truck. Other twisting is done while shoveling and setting down and picking up traffic cones which weigh 10 lbs.

20%

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 would be to climb on a heavy equipment trailer to secure the load with chain binders; inspect and/or repair substructure members of a bridge. 25%

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. Other examples would be repairing concrete deck and joint spalls.

25%

Simple Grasping – This activity is necessary about 95% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials.

95%

Twisting - The Operator twists while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a lane closure truck. Other twisting is done while shoveling and setting down and picking up traffic cones which weigh 10 lbs.

20%

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 would be to climb on a heavy equipment trailer to secure the load with chain binders; inspect and/or repair substructure members of a bridge. 25%

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. Other examples would be repairing concrete deck and joint spalls.

25%

Simple Grasping – This activity is necessary about 95% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials.

95%

WORK ENVIRONMENT

Work in a wide range of sometimes extreme-conditions, including heat up to 120 degrees, cold to –15 degrees, strong winds, rain, sleet, and snow.

The workweek is normally 4/10-hour nights. The scheduling of the 4/10-hour nights is at the discretion of the Region

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

Management. May be scheduled to work the day shift as needed to meet operational needs, with proper advance notice as per Bargaining Unit 12 Memorandum of Understanding. May be called back for emergency overtime due to callback, special work projects, or to meet operational needs. Overtime will be assigned per the Bargaining Unit 12, Memorandum of Understanding. May be requested to work out of town on occasion.

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 be 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