

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Hwy Maintenance Leadwkr	OFFICE/BRANCH/SECTION D4 North Bay Region	
WORKING TITLE Leadworker	POSITION NUMBER 904-610-6285	REVISION DATE 10/17/2024

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 direction of a Caltrans Maintenance Supervisor or designee, the Caltrans Maintenance Leadworker will assist the Supervisor in planning and directing the work of the crew engaged in maintenance or construction on State Highways for State property. The incumbent assumes the duties of the Supervisor for short durations in the supervisor's absence. The incumbent will be required to service, maintain and operate equipment with the required Class B commercial driver's license with tank vehicle endorsement. May be required to perform any of the duties outlined per class specifications.

**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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - 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 - 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. (Lead Climate Action - Innovation)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Cultivate Excellence - Engagement)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
40% E	Assist the supervisor with planning and direction of work. Work with/without the crew in assigned tasks. Incumbent may be asked to do special assignments such as training, safety projects, survey, etc. Other tasks may include heavy manual labor, paving, shoulder grading, mowing, pruning, digouts, pavement patching, replacing or repairing guide markers; cleaning ditches/drains/culverts, traffic control, removal of animal carcasses, litter pickup, guardrail and fence repair, bridge repair, record and timekeeping duties. Incumbent will be expected to put safety first when performing duties to ensure all safety policies and procedures are followed by the crew.

**ADA Notice**

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25%	E	Will operate commercial equipment with proper licensing. Train others in the safe and efficient operation of Caltrans trucks, and equipment and other necessary tools to complete the assigned tasks.
15%	E	Paperwork management including: filing, computerized timekeeping in the Integrated Maintenance Management System (IMMS) program, purchasing, scheduling and the periodic supervision of the highway maintenance crew.
15%	E	Respond to emergencies on the highways for traffic control, facilities repair, storm patrol and cleanup.
5%	M	In the absence of the supervisor, may act as a lead by planning, scheduling and providing guidance to a maintenance crew.

<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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

May act as a lead or provide guidance in the absence of a supervisor.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have the knowledge of operation and care of equipment and trucks. They must have the ability to communicate and follow directions at a level required for successful job performance and must be able to keep records. Knowledge of regulations and safety practices pertaining to highway services contained in the Caltrans Chapter 8 Safety Manual, the Injury and Illness Prevention Program, and knowledge of basic safe work practices. Analyze situation techniques and operate radio communication equipment.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

A poor decision could result in serious injury or death to you, another Caltrans employee, or a member of the traveling public. Poor judgment may also result in damage to equipment or highway facilities.

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### PUBLIC AND INTERNAL CONTACTS

The Leadworker will maintain regular, personal contact with their Supervisor, Area Superintendent, crew and other employees. The Leadworker must be able to exercise sound public relation techniques and use prudent judgement when representing the Department with the public and district personnel.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Leadworker may be required to lift heavy objects, operate power hand tools and small equipment and work extended shifts. Will be expected to respond to emergencies at night and on weekends in a timely manner.

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### WORK ENVIRONMENT

The incumbent can be expected to work outdoors most of the time in all types of weather. The incumbent is subject to sunburn, poison oak, insect bites, loud noise, dust and chemicals. In addition, the job is in close proximity of vehicular traffic. May be required to work rotating shifts, including nights, weekends and holidays.

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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