

**POSITION DUTY STATEMENT**

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE CT Hwy Maintenance Wkr	OFFICE/BRANCH/SECTION D9/Maintenance/ Landscape/ Litter/Graffiti	
WORKING TITLE Caltrans Highway Maintenance Worker- Permanent Intermittent	POSITION NUMBER 909-660-6287-918	EFFECTIVE 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 supervision of the Caltrans Maintenance Supervisor, the Caltrans Highway Maintenance Worker performs miscellaneous laboring duties in conjunction with maintenance and repair of State highways and works with the rest of a crew in the performance of these activities. A valid Class C drivers license is required while performing duties associated with maintaining the State highway system. Incumbent may be required to work overtime without notice when an emergency occurs late in the shift or when necessary to complete an operation; expected to be available for call outs and/or planned overtime for ongoing emergencies or operations. Required to travel out of town as needed on per-diem. The incumbent will work individually or with a crew and may occasionally oversee a less experienced coworker. Incumbent will be required to work overtime including weekends/holidays if needed, 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 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 - 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 - Integrity)
- **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. (Safety First - Engagement)
- **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. (Safety First, Advance Equity and Livability in all Communities - Engagement)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First - Engagement)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Integrity)
- **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)
- **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)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Safety First, Enhance and Connect the Multimodal Transportation Network - Engagement, Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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45%	E	Works with a crew performing highway maintenance activities; typical duties include herbicide spraying, landscape weed control-pulls weeds by hand, irrigation repair, removes litter and vegetation from area, graffiti removal-removes graffiti from signs and Caltrans facilities and equipment; and facility cleaning-steam cleaning, washing, vacuuming and waxing equipment, vacuuming floors; stripping and waxing floors, cleaning restrooms; crack sealing-helping maintenance crews with crack sealing loading material, pouring material and flagging; asphalt dig outs-shoveling asphalt, leveling asphalt with a lute, traffic control, drain cleaning, shoveling dirt, weeds and cinders out of drains, hauling away weeds and debris with a wheel barrel, weed and roadside fire control-hoeing, raking, shoveling, loading in a truck, assist with chip, sand and fog seals, shoveling, raking and traffic control. Work involves repetitive heavy lifting and digging. Use of cutting torch, welder, weed eaters, chainsaws and other small power hand equipment.
25%	E	Place traffic control for daily operations, set up signs, cones, arrow boards, shoulder closures, lane closures, flagging operations. Operate light duty equipment including pick up trucks and cone body trucks (list is not inclusive).
25%	E	Operates, services and makes minor repairs and adjustments to power equipment and hand tools used in road maintenance activities such as cutting torch, welder, weed eaters, chainsaws. Required to perform and document daily pre-trip and post operational inspections on all vehicles equipment used such as pickups, cone trucks, arrow boards, etc.
5%	M	May be loaned to other crews for miscellaneous labor duties; traffic control, storm patrol, drain checking and clearing, may perform minor facility maintenance.

<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**

The Caltrans Highway Maintenance Worker does not directly supervise.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Basic safe work practices to protect safety and health of self and others.

Safely operate and care for automotive equipment including light trucks; keep records of equipment use and servicing.

Minor construction, repair and maintenance work.

Ability to follow directions at a level required for successful job performance.

Do heavy manual labor.

Work cooperatively with others.

Must possess a valid and unrestricted Class "C" driver's license.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

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

Occasional contact with the traveling public, public service workers and contract crew members. Routine contact with other crew members and supervisors. Most work is done in a crew setting; necessary to work cooperatively with others. Must exercise restraint when dealing with irate motorists.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Occasional contact with the traveling public, public service workers and contract crew members. Routine contact with other crew members and supervisors. Most work is done in a crew setting ; necessary to work cooperatively with others. Must exercise restraint when dealing with irate motorists.

**WORK ENVIRONMENT**

Incumbent will be required to work in a wide range of sometimes-extreme conditions, such as heat, cold, strong winds, rain, sleet, and snow. This includes heat up to 120 degrees and cold temperatures to -15 degrees. Incumbent may be scheduled to work the night shift during the months of November, December, January, February, March and April or as scheduled by the Maintenance Supervisor. May be required to work overtime, which may include weekends and holidays, due to storms, emergencies, special

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work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

Work week is 4/10's year round, Monday-Thursday with Friday, Saturday and Sunday off. Please note that the schedule may change at the discretion of the District Management and/or Supervisor and may have to work different schedules and shifts as needed.

Will be required to travel more than 100 miles and return during same shift. This includes traveling out of town on a per diem basis up to 80% of the year.

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 construction environments, in good sturdy condition, must be worn.
- Either long or short sleeved shirts provided by Caltrans, or a safety vest to be worn over non-safety shirts or coats.
- Long pants, no shorts or cutoffs
- Provided safety gear-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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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