

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Hwy Maintenance Wkr	OFFICE/BRANCH/SECTION D7/ Maintenance/ West Region	
WORKING TITLE Caltrans Hwy Maintenance Worker	POSITION NUMBER 907-710-6287-918	REVISION DATE 10/24/2024

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:**

Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent operates light vehicles and equipment requiring a valid unrestricted Class C Driver's License used by assigned unit, and works individually or with a crew performing tasks related to highway maintenance work; paving, mowing, ditch cleaning, dig outs, removes brush/undergrowth from highway right of way, pavement patching, repair or replacement of guide markers, signs, fence, guardrail, clean culverts, traffic control, litter pick up, maintenance of roadside rests, graffiti removal, makes minor repairs to and clean signs and markers. The incumbent may be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers. 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 - Engagement, Equity, Innovation, 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 - Engagement, Equity, Innovation, 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, Cultivate Excellence - Engagement, Equity, Integrity, Pride)
- **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, Cultivate Excellence - Engagement, Equity, Innovation, Integrity, Pride)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **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 - Engagement, Equity, Innovation)
- **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 - 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. (Safety First - Engagement, Equity, Innovation, Integrity)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Safety First - Engagement)

**TYPICAL DUTIES:**

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

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40%	E	Daily 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. Operates handheld power tools.
25%	E	Works on traffic control, sets and picks up lane closure, traffic cones, flares, and advance work signs; acts as a flag person; operates the pilot car, backup truck, and lane closure truck; operates a two-way radio.
20%	E	Repairs and cleans ditches, culverts, and other drainage structures. Replaces and repairs guardrail and fences. Replaces, makes minor repairs to and clean signs and markers.
10%	E	Operates light vehicles and equipment used by the assigned unit requiring a Class C driver's license.
5%	M	Makes minor adjustments and emergency repairs to equipment, and maintains equipment (lube, changes tires, light bulbs, fuses, filters, and window wipers; steam cleans equipment. Completes simple written records, such as crew daily work records, accident reports, lube records, mileage reports, etc. Performs pre/post operative equipment checks.

<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**

No direct supervision. Incumbent may at any time provide guidance as the responsible person in charge per Chapter VIII Maintenance Manual Vol. I to other Caltrans workers, Special Program Workers, such as California Conservation Corps, probationers, etc. ger II.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; care and upkeep of landscaping and associated chemical applications; supervisor's role in safety-health-labor relations and the process available to meet these program objectives; read, interpret and work from plans, drawings and specifications; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices. Possession of a valid Class C California Driver License. Ability to work safe and work effectively alone or with others. Must be able to analyze various work situations accurately, draw valid conclusions 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.

**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 hostile public, the employee is expected to maintain a favorable public image for the Department and the State.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The majority of this position is of an analytical nature. This employee must be able to use established methods to analyze existing work standards and develop new standards as needed. Analyze the use of employees, equipment and materials for specific maintenance operations, to review costs and formulate unit cost information. Analyze field data and properly prepare reports for use by upper management. Much of this position is mentally intensive. Supervisors must be able to interact well with employees and individuals from many different cultural backgrounds. Incumbent must also have physical ability to react quickly to errant motorist in the field.

**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. 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. Maybe requested to work overtime due to storms, emergencies, special work projects, or when the Department deems that it is in the best interest of the State to work overtime with proper advance notice.

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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.)

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.

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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

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