

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Hwy Maintenance Wkr	OFFICE/BRANCH/SECTION DISTRICT 07/MAINTENANCE/SPECIAL CREWS/MISSION HIL	
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:

Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent operates light vehicles and equipment requiring a Class C driver's license used by assigned unit, and works individually or with a crew performing tasks related to sign maintenance work. There are times when incumbent may work for other Supervisors and/or work units, as operational needs require. Incumbent may receive training from other employees of the crew, region, district or headquarters.

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
50% E	Perform physical labor, including but not limited to, handwork such as, erecting signs, painting out graffiti on sign and bridge structures. Performs other unskilled laboring tasks, by using tools such as a shovel, wrenches, handsaw, breaker bar and tamping bar. Operates power tools such as electric drill, paint sprayers, demolition hammer, and electric generators. Incumbent will work at various heights above the travel way in the course of maintaining signs and sign structures.

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25%	E	Operates light vehicles & equipment used by the assigned unit requiring a Class C driver license. Reports any malfunctioning equipment or repair to the supervisor.
15%	E	Works on traffic control, sets and picks up lane closures, traffic cones, flares, and advance work signs; acts as a flag person; and operates a lane closure truck. Operates a two-way radio.
10%	E	Performs pre/postoperative vehicle inspections, moves signs, sign posts and hardware on/off equipment, returns unused material to shop at end of shift. Makes minor adjustments and emergency repairs to equipment, and maintains equipment (lube, changes tires, light bulbs, fuses, filters, and window wipers; steam cleans equipment.

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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in bridge maintenance and construction; provisions of the current California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway and maintenance practices. 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 maintenance and repair.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may expose co-workers and/or the public to possible injury or loss of life. Errors 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. Errors may expose the State to liability for damages to public property.

PUBLIC AND INTERNAL CONTACTS

Must maintain good relationships with the public, other Caltrans employees, employees/representatives of other government agencies, and the public. May have daily contact with other public agencies and private individuals in the course of the assignment. Contact may be with hostile public and the incumbent is expected to maintain a favorable public image for the Department and the State. Must interact positively with employees and individuals from many different cultural backgrounds.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have physical ability to react quickly to errant motorists in the field.

Activities are labor intensive and include but are 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:

Stencil installation: standing, walking, stooping, reaching, bending, lifting.

Sitting, driving, loading materials, and moving vehicles.

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

Snowy day: Sitting and operating large trucks, loaders; walking and standing, checking out equipment, Crack sealing: Standing, walking, and driving.

Chip sealing: Standing, operating truck, loader, and spreader.

Paving: Operating trucks, loaders; Standing and walking, raking and shoveling.

Litter pickup/patrol: Lifting, walking, and climbing in/out of vehicle.

Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting.

Lifting (floor to bench to floor) – Items lifted may be any of the following but are 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

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storage to vehicles and from vehicles to job sites which may be on uneven terrain. Tools, supplies, and equipment are transported and/or carried from a few feet to 30 yards and weigh from a few ounces to 200 pounds. Items may include but are not limited to hoses, signs, standards, flags, cones, barricades, 5 gallon paint buckets, pressure washers, paint spray pumps, sand bags, containment tarps, etc.

Overhead reaching – Overhead work includes but is not limited to pulling self up into many types of equipment, scraping, brushing and rolling, spraying, holding up signs, spray shields, setting up signs, and loading material into/onto equipment.

Other Reaching – Includes but is 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 is 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 - Done while driving equipment and 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 pounds, climbing in 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, 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 – This is done 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; also done around and underneath equipment while checking and servicing equipment.

Simple Grasping – This activity is necessary during the shift while 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 during the shift 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 to hear directions and equipment and must have sufficient vision to perform tasks safely.

Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety as per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual (i.e., look out alarm devices, including vehicle horns used to warn employees of imminent danger at the work site). Simple

Grasping – This activity is necessary during the shift while climbing in/out and around equipment, operating equipment, using hand tools and handling materials, mixing paint, cleaning guns and hand cleaning.

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, 8 hrs. a day, 5 days, 5 days per week. The scheduling of the 5 days is at the discretion of the Region Management. The employee may be scheduled to work the night the night shift as needed to meet operational needs, with proper advance notice as per Bargaining Unit 12, Memorandum of Understanding. May be scheduled to work, scheduled and/or emergency overtime, due to storms, callback, special work projects, or to meet operational needs.

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 (white coveralls for night work).

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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.

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

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