

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Hwy Maintenance Leadwkr	OFFICE/BRANCH/SECTION 04/Maintenance/Specialty Region	
WORKING TITLE Caltrans Highway Maintenance Leadworker - Signs	POSITION NUMBER 904-760-6285-xxx	REVISION DATE 09/09/2024

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of a Caltrans Maintenance Supervisor, incumbent works with a crew in the repair, installation, removing and cleaning of ground mounted and overhead signs. This includes working on catwalks of overhead signs and use of personnel hoists in the cleaning of graffiti and cover plate installation. This also includes operation and care of light vehicles and commercial vehicles and equipment in the performance of sign repair and installation. Handles and lifts signposts, signs, and 50 lb. bags of sand. Must have knowledge of basic safe work practices and the provisions of the California Vehicle Code (CVC) applying to the operation of vehicles, servicing, minor adjustments, and emergency repairs to equipment. Required to maintain a valid and unrestricted Class B license with tank (N) endorsement and a current medical examiner certificate. Class A license with tank (N) endorsement is desired. Ability to communicate and follow simple written and oral directions, keep records, and perform heavy manual labor. Incumbent will adhere to and enforce all Directors Policies and Deputy Directives. May be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency situations and calls when the Supervisor deems that it is in the best interest of the State.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Lead Climate Action - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (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. (Strengthen Stewardship and Drive Efficiency - 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. (Advance Equity and Livability in all Communities - Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Strengthen Stewardship and Drive Efficiency - 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. (Cultivate Excellence - Pride)
- **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. (Cultivate Excellence - Pride)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety First - Integrity)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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40%	E	Incumbent assists the supervisor in planning work, providing guidance, and participating in daily unit projects monitoring and ensuring the safety of the crew in the work site. Activities will include but not limited to; work with crews involved in maintaining, installing, removal of, and cleaning post, mounted and overhead signs on state highways. Repair, install, remove, and clean ground mounted and overhead signs on state highways and facilities: Utilize and work with blueprints and installation orders. Work on catwalks of overhead signs, and use personnel hoist to clean graffiti and for plate cover installations. Includes handling and lifting signposts, signs and sand, using hand and power tools. Performs heavy manual labor using various power and hand tools such as power diggers, chainsaws, picks, shovels, pry bars, and ladders.
20%	E	Assist the supervisor in training employees in the knowledge of and enforcing all directives, policies and procedures of the Department as well as all other applicable State and Federal laws, rules or regulations,, manuals, and practices , methods, and material involved in their work.", daily. Incumbent will be required to; enter employee time and work into the Integrated Maintenance Management System ("IMMS") daily.
15%	E	Operate various vehicles and equipment requiring a Class B commercial driver's license with tank (N) endorsement. With proper licensing, will operate Class A vehicles/equipment. Maintain equipment used in highway sign maintenance activities including but not limited to hand and power tools.
15%	E	Assist in training employees and knowledge of all policies and procedures, policies, Code of Safe Practices and Chapter 8. Conduct BMP and Tailgate meetings. Conduct on the job training. Perform operational reviews, ensuring the safety of the crew at the work site.
10%	M	Assisting other sign and delineation crews. Other duties as assigned; Facility upkeep, repair, maintenance, cleanup, and custodial work including Caltrans Maintenance Stations and offices, and other similar facilities. Perform minor repairs and /or adjustments to 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

This is a non-supervisory position. Will act as Leadworker on a daily basis. Fills in for Supervisor in the absence of the Caltrans Maintenance Supervisor.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A working knowledge of and willingness to comply to Code of Safe Operating Practices, Storm Water Pollution Prevention Plan, Maintenance Manual Volume I (chapter M1 and chapter 8), Traffic Manual chapter 6, owner's manual and operating instructions to any other equipment used by our crew. Ability to apply prudent judgment based on the information mention above, to establish and maintain friendly and cooperative relations with those contacted in the course of work and communicate effectively.

Ability to travel and lodge out of town routinely as an accepted practice to maintain our district pavement markings. Work alternative shift schedules, night work as needed to minimize the inconvenience to the traveling public in heavily congested traffic areas and night inspection. May be required to report to other work locations due to operational needs within the region. This is a district wide crew. The proper uses of the mobile unit radios are very useful when used for their intended purpose. Knowledge of radio etiquette is essential.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor or inadequate decisions could cause injury to yourself, co-workers, or the traveling public. Could also cause excessive repair costs and negatively impact work production. Failure to make responsible decisions could adversely impact the flow of traffic, create excessive traffic delays, and cause a negative impact on Caltrans and/or commerce.

PUBLIC AND INTERNAL CONTACTS

Will make contact or interact with other Caltrans personnel, contractors, engineering consultants, and the public on a daily. These contacts may take the form of verbal or written communications relating to the assignment. They will be in a high visibility position as a State representative. For any sensitive issues differ to your Supervisor or person in charge. The incumbent may be asked to work with the California Highway Patrol (CHP), private contractors, employees of other public agencies, and members of the public as well as all levels of Caltrans management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent must be physically capable of utilizing writing instruments, hand tools, manual digging tools and electric tools. Incumbent may be required to bend, stoop, twist, power grasp, use fine manipulation, stand, sit, squat, lift and pull during performance of their duties. Incumbent must have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding and working on catwalks on overhead signs. Incumbent should have visual and color acuity adequate for performing

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the essential functions of the job.

Mental: Incumbent must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide an end product that is safe and usable.

Emotional: Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties.

This crew is subject to overtime on weekends, possible shift changes and night work, also an average of 2 to 4 weeks each year are spent on "per diem" with some being more than one week at a time.

WORK ENVIRONMENT

The incumbent will be required to work outdoors, exposed to dirt, noise, uneven surfaces, sun, wind, rain and/or extreme heat or cold. Work in lane closures 6 feet from traffic. Incumbent may be required to work nights under artificial lights. May be required to work at heights greater than 7 feet, work in confined spaces, travel and stay overnight to attend mandatory classes. The incumbent will be required to work overtime including irregular shifts/alternate work schedules including holidays, weekends, and for annual night inspections. May be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency situations and calls when the Supervisor deems that it is in the best interest of the State.

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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