

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Hwy Maintenance Leadwkr	OFFICE/BRANCH/SECTION D6 MAINTENANCE	
WORKING TITLE CT Highway Maintenance Leadworker	POSITION NUMBER 906-670-6285	REVISION DATE 10/07/2024

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 supervision of a Caltrans Maintenance Supervisor, incumbent will operate vehicles requiring a Class A or B driver license, work with and assist in supervising the work performed by a Caltrans maintenance sign crew/stencil crew, and if appropriately qualified and properly licensed may operate specified Caltrans equipment. Incumbent may also be required to work with and assist electrical maintenance crews with; static lane closures, one way traffic control, barrier/shadow activities, installing and digging out foundation bases. May be asked to perform other duties as required during periods of inclement weather or short crew size as directed by supervisor. This is a traveling crew and may be required to travel up to 75% of the time.

**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 - Engagement)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - Equity)
- **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 - Equity, 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, Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Lead Climate Action, Advance Equity and Livability in all Communities - 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, Strengthen Stewardship and Drive Efficiency - 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 - Integrity)
- **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 - Equity)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Equity, Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
50% E	Work with and assist in the supervision of a crew engaged in the maintenance of sign/stencil installations, removals, and repairs. Follow all safety and health rules and make corrections immediately when necessary. Provide employees with training in their field activities. Communicate project status and progress to supervisor. Do tasks that require manual labor when required to complete assignments.

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25%	E	Operate Category I or Category II maintenance equipment and specialized equipment used in the installation and removal of various signs and stencils. Use of other related equipment and tools necessary for these maintenance activities.
20%	E	Traffic control/flagging for maintenance operations. IMMS input. Remove graffiti and posters from signs and electrical assets.
5%	M	Assist Supervisor with completion of reports, materials and costs.

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<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

Acts as the Lead person with a crew to carry out assignments made by the supervisor.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Must have knowledge of the methods, materials, tools and equipment used in the maintenance and repairs of highway stripes, pavement markers, stencils, signs.
  - Must have knowledge of the provisions of the California Vehicle Code as it applies to the operation of motor vehicles.
  - Must have knowledge of the principles of effective supervision.
  - Must have knowledge of safety practices and traffic regulations.
  - Must have knowledge of the basic operational safety and health regulations in Title 9 Industrial Relations - Construction and General Industry Safety Orders.
  - Must have knowledge of the safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program.
  - Must have knowledge of basic safety work practices.
  - Must know the Lead worker's role in the maintaining an effective Injury and Illness Prevention Program.
  - Must have the ability to direct the work of others
  - Must have the ability to keep time records and simple cost records of materials, equipment, and expenses.
  - Must have the ability to assist in work relating to maintenance and landscape equipment including ability to make minor adjustments and repairs.
  - Must have the ability to analyze situations accurately and take effective action.
  - Must have the ability to deal with the public in a helpful and tactful manner.
  - Must have ability to work with representatives from other departments and agencies.
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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

When confronted with emergency situations, the Caltrans Highway Maintenance Leadworker should use judgment to consider the protection of lives, the environment and property. Improper safety practices could cause serious accidents or injury to self, co-workers or the traveling public.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with California Highway Patrol representatives, other government agency representatives and members of the public as well as all levels of Caltrans Management.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. The incumbent may be required to routinely move heavy objects weighing up to 50 lbs. or more, stand or sit for prolonged periods, bending, stooping, and or kneeling. The incumbent may have to walk on uneven surfaces, climb slopes, and ladders. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situation, recognize emotionally charged issues or problems, and acknowledge the various responses.

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### WORK ENVIRONMENT

Incumbent can expect to be outside in all kinds of weather and subject to environmental conditions. The work is physically demanding and requires stamina and ability. In addition, the job will require incumbent to work on or near roadways with vehicular traffic. Incumbent may be required to work with and around heavy equipment, hot and/or pressurized materials/chemicals used for highway maintenance work. The highway Right-of-Way in this area is attractive to trespassers who commonly erect illegal encampments. The encampments are prone to; rodent infestation, biological wastes and illicit drug paraphernalia. Workers may be required to work rotating or irregular shifts, including weekends, nights, holidays and in

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emergency situations. To help with operational needs, incumbent may be asked to work weekends and alternate work shifts such as but not limited to 9/80, 4/10, or night work.

\*Mandatory night sign inspections start each year on April 1st.

MAY BE ASSIGNED TO A SNOW TERRITORY

Reviewed and Approved for advertising:

SUPERVISOR (signature)	(print)	DATE
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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
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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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