

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Hwy Maintenance Leadwkr	OFFICE/BRANCH/SECTION District 12 / Maintenance / Field Maintenance	
WORKING TITLE Caltrans Highway Maintenance Leadworker	POSITION NUMBER 912-681-6285-918	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:

Under the direction of a Caltrans Maintenance Supervisor, the Caltrans Highway Maintenance Leadworker works with and assists in supervising the work of a crew engaged in maintenance on highways and highway structures, inspects, maintains and repairs various maintenance and landscape equipment; gives on the job training in a wide variety of maintenance functions; performs general laboring tasks associated with the maintenance of the State Highway System; and provides safety of the crew and traveling public. 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 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.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Under the general direction of the Caltrans Maintenance Supervisor, performs typical work by the crew. Assists supervisor in planning, scheduling such duties as asphalt concrete road patching, cleaning, and repairing drainage facilities, lane closures and other methods of traffic control. Works with and assists in supervising the work of a crew engaged in maintenance on highways and highway structures. Maintains records of material use, employee work, time and job costs.
35% E	When not operating specific equipment, may perform any of the duties outlined under Caltrans Equipment Operator II, Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker, Caltrans Landscape Maintenance Worker and other related work. Will only will operate Class A equipment if receiving differential pay for class A license. Operates manual/power hand tools, performs manual labor tasks and may be required to move or lift objects less than or equal to 60 lbs. Expected to move debris from highway and assist in cleaning up highway spills.
15% E	Prepares accident reports. Keeps track of inventories. Prepares daily time sheets and other paperwork as necessary. Provides training on equipment. Will be required to work in inclement weather conditions, alternate work schedule and be willing to respond to emergency calls after hours.
10% M	Uses and maintains proper traffic control devices and assists with closing of on ramps, off ramps, and freeway traffic lanes. Operates "pilot-car", flagging duties and other traffic control procedures; operates two-way radios.

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

On occasion may give functional guidance to a crew consisting of Caltrans Highway Maintenance Workers, Caltrans Landscape Maintenance Workers, Caltrans Equipment Operator II, Caltrans Equipment Operator I and court referrals.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid class B driver's license with tanker (N) vehicle endorsement. Must be able to operate automatic and manual transmissions.

Knowledge: Operation and care of automotive equipment including light trucks and minor construction equipment, repair and maintenance of equipment, basic safe work practices to protect their own safety and the health of others, provisions of the California Vehicle Code applying to the Operation of vehicles, regulations and safety practices pertaining to highway emergencies, fire suppression techniques, emergency first aid; operation and care of highway equipment, safe handling, storage, laws and regulations regarding the use of herbicides/pesticides; knowledge of methods and materials used for spraying the right of way; rules and regulations pertaining to highway structures maintenance practices; principles of effective supervision; training

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and development procedures; safety practices and regulations contained in Title 8 Industrial Relations Construction and General Industry Safety orders; safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program; knowledge of basic safe work practices; the leadworker's role in maintaining and effective Injury and Illness Prevention Program. Must possess a knowledge of statewide Maintenance functions and the mission, goals, organization and procedures of the Department of Transportation.

Abilities & Analytical: Must be able to communicate and follow directions at a level required for successful job performance; do manual labor; assist in work relating to the maintenance of highway, structure and landscaped areas; keep time and cost records of materials, equipment and expenses; interpret simple blueprints and sketches; direct the work of others; operate end care of construction, maintenance emergency service, and landscape equipment, analyze situations accurately and take effective action; exercise sound public relations techniques; operate radio equipment. Must be able to read MSDS and spray recommendations. The employee must have the ability to modify and change work methods to solve various problems encountered on daily operations and emergency situations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Need to exercise judgment in determining job needs including (but not limited to) safety and in meeting emergency field situations. Poor decisions could result in the failure to properly service, maintain and/or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the operator and or crew members and/or traveling public.

PUBLIC AND INTERNAL CONTACTS

Will have occasional contact with the traveling public, contact with State Highway Patrol and other law enforcement agencies, and internal contact with crew members and supervisors, occasional contact with vendors in purchasing supplies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The incumbent will be required to do heavy manual labor including moving/placing heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/ unstable ground; working in confined spaces; and standing or sitting for prolonged periods. May be required to sit in/on and drive or operate maintenance and landscape vehicles. The incumbent will be required to wear earplugs for loud noises, wear respirators and appropriate safety gear at all times. The incumbent will be required to cleanup in the event of vehicle accidents, hazardous spills or general trash and debris. The incumbent must be able to hear and see, with or without the corrective assistance, at a satisfactory level to ensure the safety of the employee and others. This position is a drug sensitive class. The incumbent will be required to pass a pre-employment drug test and subject to reasonable suspicion testing during appointment. Incumbent will be required to take random drug tests throughout appointment.

Mental and Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with the public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of the traffic, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations and adopt an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by their unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

The employee will be based at a Maintenance Station in a climate-controlled environment under artificial lights, but most of the duties and time will be spent outdoors operating equipment and/or performing manual labor. Weather conditions vary from cold, windy, and wet winter climate to a very hot and dry summer climate. May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep uneven and for unstable terrain, fast moving traffic, and/or extreme temperatures. May be required to sit or stand for long periods of time. May be exposed/put in stressful situations. Will be required to wear long pants and appropriate footwear in good condition, and must wear provided Personal Protective Safety Equipment including but not limited to: shirt and/or vest, hard hat, safety glasses, gloves, face shield, respirator, ear plugs, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively throughout the assigned area and may be required to travel and work in other areas in the District. Employees will be required to work nights, weekends, holidays, alternate work schedules/irregular shifts and required to respond to emergency situations and calls.

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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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