

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Hwy Maintenance Wkr	OFFICE/BRANCH/SECTION 04/Maintenance/Specialty Region	
WORKING TITLE Caltrans Highway Maintenance Worker - Signs	POSITION NUMBER 904-760-6287-xxx	REVISION DATE 09/11/2024

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

GENERAL STATEMENT:

Under supervision of a Caltrans Maintenance Supervisor or designee, and lead guidance from a Caltrans Highway Maintenance Leadworker, the incumbent works with a crew in the repair, installation, removal of, and cleaning of ground mounted and overhead signs. This also includes operation and care of light vehicles and equipment in the performance of sign repair and installation. Handles and lifts signs, sign posts, and 50lb bags of sand. Must have knowledge of basic safe work practices and the provisions of the California Vehicle Code applying to the operation of vehicles, servicing, minor adjustments, and emergency repairs to equipment. This position requires a Class C drivers license; Class A is desirable. Travel is required which may include overnight stays on per diem.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence - Engagement)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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 - Pride)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Enhance and Connect the Multimodal Transportation Network - 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. (Cultivate Excellence - 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)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Enhance and Connect the Multimodal Transportation Network - Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Incumbent will work with crews involved in maintaining, installing, removal of and cleaning post mounted and overhead signs on state highways; may involve work on catwalks above highway or from personnel hoist or scaffolding. Remove graffiti from signs. Perform heavy manual labor using various power and hand tools such as power diggers, chain saws, picks, shovels, hoes, rakes, pry bars and ladders.

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20%	E	Equipment and material preparation, such as performing pre-operation checks on vehicles, cleaning and maintaining equipment in safe working order, keeping minor repair records, loading and unloading trucks of signposts, signs, and 50 lb. bags of sand.
15%	E	Operate light pickups or vans and various equipment used by the crew, with proper licensing will operate various heavy equipment.
10%	E	Perform various custodial duties at the maintenance station such as: emptying trash cans, sweeping facility and crew rooms, cleaning bathroom and replenishing supplies to maintain an orderly work environment.
10%	M	Assists other crews within the region, when required.

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 position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of operation and care of equipment and tools. Ability to learn and understand the principles of safe working practices and traffic control. Ability to communicate and follow directions at a level required for successful job performance and must be able to keep records. Class C driver's license is required.

The position requires seasonal travel to remote areas within the region and state. May work irregular shifts, nights, or weekends as required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, decision making, and trouble shooting skills could affect public safety or result in tort liability for the department. The work environment could also be rendered unsafe for employees involved in the project.

PUBLIC AND INTERNAL CONTACTS

Incumbent will routinely contact or interact with other Caltrans personnel, and the public. The incumbent will be in a high visibility position as a State representative.

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. Incumbent should have visual and color acuity adequate for performing 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.

WORK ENVIRONMENT

The incumbent will be working on state highways and subject to extreme weather conditions such as: rain, snow, ice, wind, blowing dust, heat, and mud. 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. Travel is required and may include overnight stays on per diem.

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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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