

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 - Delineation	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 assists with various raised marker, striping, and pavement marking operations, handles and lifts large quantities of 35 to 50 lb. bags or boxes. This also includes grinding operations and operation and care of light trucks and commercial vehicles used for pavement delineation. Incumbent 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. Incumbent must possess ability to communicate and follow simple written and oral directions, keep records, and perform heavy manual labor. Also, will do daily tasks normally done by the Supervisor in his absence such as timekeeping, inputting work orders, use of materials and logging equipment use. Must possess a valid Class B Driver License with tank endorsement and a current medical examiner certificate. Class A is desirable. Incumbent will adhere to and enforce all Directors Policies and Deputy Directives. Traveling is required and occasionally, work out of town may be mandated on 'per diem.'

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. (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 - 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	Job Description
45% E Essential (E)/Marginal (M) ¹	Incumbent will lead and participate with the crew in the maintenance, removal and installation of striping, pavement markings and raised markers.

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25%	E	Incumbent will lead and participate with the crew in the operation, service and maintenance of light trucks and commercial vehicles along with equipment such as epoxy applicator, bituminous applicator, and other category I, II equipment related to the raised /recessed marker operation. Incumbent will be responsible for equipment and material preparation.
20%	E	Incumbent will use IMMS to input time for crew and work orders.
10%	M	Traffic control and job site duties. Assisting other delineation and sign crews.

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.
- Knowledge in pavement marking and raised markers will also be useful as incumbent may be loaned out to other crews if needed.

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, contractors, engineering consultants, and the public. These contacts may take the form of verbal or written communications relating to the assignment. The incumbent will be in a high visibility position as a State representative. For any sensitive issues differ to your Supervisor or person in charge.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- The need to climb small ladders onto the bed of the truck to reload the thermoplastic kettle is daily.
- The reloading of the thermoplastic kettle includes loading 50 lb. bags of thermoplastic material, into the thermoplastic kettle, throughout the shift, without the use of the forklift.
- The paint stencil truck includes lifting 50 lb., bags of glass beads and 5-gallon cans of traffic paint without the use of the forklift throughout the shift.
- Prolonged periods of standing, walking, pushing and pulling the thermoplastic applicator cart to apply thermoplastic pavement markings are routine.
- Normal hearing and vision or corrected to normal is needed due to working on foot in work zone near the traveling public in lane closures.
- Incumbent may be required to work nights under artificial lights.
- Alternative shifts and hours with days off other than weekends may be required as needed by dictates of workload, traffic congestion and needs of the district pavement marking program.
- To be able to operate motorize pavement grinder.

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.

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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. 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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