

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Hwy Maintenance Wkr	OFFICE/BRANCH/SECTION District 01/Maintenance/North Fence & Guardrail Crew	
WORKING TITLE CALTRANS HIGHWAY MAINTENANCE WORKER	POSITION NUMBER 901-659-6287-918	REVISION DATE 01/30/2022

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:

Working under the close supervision of a Caltrans Maintenance Supervisor, and functional guidance from a Caltrans Highway Maintenance Leadworker, the incumbent operates light vehicles and equipment requiring a Class C driver's license used by the Fence & Guardrail crew, and works individually or with the crew performing tasks related to highway maintenance work. Heavy manual labor required. 50% of the time may be mandated to work out of town on 'per diem'. Incumbent will also be working with other crews, when needed. Must possess a valid driver's license.

Duties include but are not limited to:

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First - 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)
- **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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Integrity)
- **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, Cultivate Excellence - Engagement, Integrity)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, 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. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety First, Cultivate Excellence - Engagement, 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement, Innovation)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

TYPICAL DUTIES:

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

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30%	E	Assists with repairing & stalling chain link fencing, repairing and installing guardrail, pouring cement for chain link fence posts and wooden guardrail posts; removes brush and undergrowth from highway rights of ways by use of an axe, pruning shears, handsaw and/or chain saw, weedeaters, shovel, hoe and bush chipper.
20%	E	Works on traffic control, sets and picks up lane closure, traffic cones, flares, and advance work signs; acts as a flag person; operates the pilot car, backup truck, and lane closure truck; operates a two-way radio.
20%	E	Performs various physical laboring tasks, including but not limited to: sweeping, shoveling, and raking asphalt; picking up roadside litter, dead animals, hauling garbage, and performing other unskilled laboring tasks by using such tools as a pick, shovel, broom, pitchfork, and hoe. Repairs and cleans ditches, culverts, and other drainage structures.
20%	E	Operates light vehicles & equipment used by the assigned unit requiring a Class C driver's license.
5%	E	Makes minor adjustments and emergency repairs to equipment, and services and maintains equipment (lube and oil changes: changes tires, light bulbs, fuses, filters, and window wipers; steam cleans equipment; and operates hoist).
5%	M	Completes simple written records, such as crew daily work records, accident reports, lube records, mileage reports, etc, May occasionally be assigned to other crews based on operational needs.

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. May at times act as leadworker during temporary absences or over special programs.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment and tools used in highway maintenance and construction, provisions of the California Vehicle Code as it pertains to loading and operations of motor vehicles and regulations pertaining to highway maintenance practices.

Possession of a valid Class C Drivers License.

Ability to work safely around high density traffic.

Ability to work effectively alone or with others.

Must be able to evaluate various situations accurately and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in tort liability for the State and/or loss or damage to State property, could also place this individual, fellow workers and/or the public in an unsafe situation. Poor decisions could reduce efficiency or increase the cost of maintenance operations.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members the public and employees from the same or other Departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public, employee is expected to maintain a favorable public image for the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor. Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating equipment and light vehicles 18% of the time on a year-around basis. The remainder of the activity is labor. Standing, Sitting and Walking are described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

A. Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting and driving 50%.

B. Snowy day: Sitting and operating trucks (Class C), loaders, motor graders 70%; walking and standing, checking out equipment, 30%

C. Crack sealing: Standing and walking 95% of the day

D. Paving: Operating trucks, motor graders, loaders, pavers, 45% of day. Standing and walking, raking and shoveling, 45% of

ADA Notice

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day.

E. Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle 95% of day

F. Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting 95% of the day

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to: tire chains for vehicles which may weigh as much as 75 lbs. per chain. In the winter months these could be handled on an every day basis; a post driver which weighs approximately 60 lbs.; assist with the loading and unloading of a tire in a rim which can weigh over 75 lbs. Another example of lifting is shoveling asphalt. Each shovel full lifted weighs approximately 15 lbs., and 1,000 to 1,500 lbs. of sand or asphalt per day, would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist. Installing marker post, at least two feet into the ground, requires lifting up and pulling down the 60 lb. driver 10 to 30 strokes per post, worker could install up to 40 markers per day.

Another type of lifting is light pickup – loading garbage bags with litter, which requires continuous bending and lifting.

Carrying – Bagged/boxed material, which may weigh 50 to 95 lbs., must be carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few pounds to 50 lbs. each. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be carried on uneven terrain.

Overhead reaching – Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per day, pruning, holding up signs off a ladder, servicing equipment on the lube hoist, signaling other workers, and throwing/loading material in equipment.

Other Reaching – Setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs picking up cones; often done on a continuous basis, over 60% of the work shift.

Pushing/Pulling – Shoveling, opening garage doors, hooking up trailers; installing plows, sanders, kettles, pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing tires and chains; pulling down on post drivers. Pulling brush and limbs, animal carcasses, and pulling chains. Using a pole saw.

Twisting - The Operator twist while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones which weigh 10 pounds each.

Climbing/Balancing – Climbing is done in and out of equipment, up and down banks and used in fine manipulation of a chain slopes, ladders, stairways, (often carrying a load of material or supplies); onto steps and walkways to do engine checks on equipment. One example would be to climb on a heavy equipment trailer to secure the load with chain binders.

Bending/Crouching/Squatting/Crawling – The Operator often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The Operator also crawls around and underneath equipment while checking and servicing equipment, putting on or removing snow chains and tightening and/or assisting the replacement of various types of vehicles cutting blades.

Simple Grasping – This activity is necessary about 95% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials.

Fine Manipulation – This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment. A higher percentage of the time would be operating a chain saw, weed eater or similar equipment.

Importance of hearing and sight – both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

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WORK ENVIRONMENT

Required to work in wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to 20 degrees.

Exposure to strong winds, rain, sleet and snow while performing assignments.

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Will be required to work overtime due to storms, emergencies, special work projects or when Supervision deems that it is in the best interest of the State.

Personal safety requirements include:

- A. Work boots in good and sturdy condition, must be worn to provide foot and ankle support protection.
- B. Either long or short sleeved shirts provided by Caltrans or a safety vest to be worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps or other safety gear must be worn when required by the Department.

Employee must be able to react to emergency situations in a reasonable manor. Assist with accidents and incidents in a manor that does not promote added stress at the scene. Must be able to relay information that is clear and concise.

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.)

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