

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Hwy Maintenance Wkr	OFFICE/BRANCH/SECTION 04/Maintenance/Specialty Region
WORKING TITLE Caltrans Highway Maintenance Worker - Culvert Inspection	POSITION NUMBER 904-760-6287-xxx
	REVISION DATE 02/10/2025

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

GENERAL STATEMENT:

This position works under the general supervisor of a Caltrans Maintenance Leadworker or first line Supervisor in the performance of duties associated with Culvert Inspections with a Rover Camera unit. Handles and lifts large quantity of 50-lb bags. Occasionally may be mandated to work out of town on 'per diem'. Occasionally, work in stationary freeway lane closures. Incumbent will also be working with other crews, when needed, which includes striping, raised markers and roadway markings, this also includes grinding operations. A valid and unrestricted Class C Driver's License is required.

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. (Employee Excellence - People First)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - People First)
- **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. (Prosperity - 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 - 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. (Prosperity - 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. (Employee 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 - People First)
- **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. (Prosperity - People First)
- **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. (Prosperity - Integrity)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
45%	E	Under the direction of a Leadworker, or other designated person in charge: incumbent is required to unload, move and reload equipment such as: electronic robotic camera, concrete saw, drill rig, air compressor, and other Class A and B equipment and accessory tools related to that particular job. Collect and process data on an electronic device.
25%	E	Will handle maintain and use cameras, and other digital equipment used for culvert inspections.
10%	E	Will assist with Equipment Operator level scheduled and preventative maintenance on equipment assigned to unit including stripers, shadow vehicles, grinders, and pick-up trucks.

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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. A valid and unrestricted Class C driver's license is required.

The position requires seasonal travel to remote areas within the region and state. Will 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 a 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 work environment is shared in the field and office. The incumbent works in open and enclosed areas along the state highways, subject to noise, weather changes, wind, rain and blowing dust. Walking on uneven slopes, through brush, protecting against insects, wild animals, and toxic materials are a large part of the job. Personal Protective Equipment and Confined Space Training is essential. Sitting is required for long periods, whether at the office or on a long drive to the field; as many as 2 hours one way. The regular shift is 4/40 Monday thru Thursday. 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. Also, may be required to work on per diem in a faraway location for training or large workload assignments.

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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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