

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Hwy Maintenance Wkr	OFFICE BRANCH SECTION District 06/Maintenance/North Region	
WORKING TITLE CT Highway Maintenance Worker	POSITION NUMBER 906-650-6287	REVISION DATE

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

GENERAL STATEMENT:

Under the supervision of a Caltrans Maintenance Supervisor, incumbent must retain a Class C Drivers License and will operate vehicles, light duty equipment, tools and will perform labor intensive work associated with maintaining the state highway system, during emergency operations and special assignments.

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. (Employee Excellence - Collaboration)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Collaboration)
- **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. (Employee Excellence - Integrity, 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. (Employee Excellence - Integrity)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Integrity)
- **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 - 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. (Safety - Innovation)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Roadway maintenance; Concrete and asphalt pavement repair (loading/unloading/leveling materials using equipment and manual methods), drainage facility maintenance (cleaning and clearing structures, inlets, culverts and ditches) Roadside maintenance including; vegetation control (pruning, brush and weed management requiring the use of herbicide, mechanical and manual methods), landscape maintenance/irrigation repair, replacing & maintaining signs, markers, fences, and graffiti/litter removal. Weather related work including removal of snow, ice, rocks, mud or water from highway surfaces. Support activities including; setting lane closures, shoulder closures and flagging traffic.

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20%	E	Operate motor vehicles, such as truck and trailer combinations, dump truck, cargo truck, tank truck, and any equipment requiring a Class C driver's license. Operate and service equipment, such as tractors, mowers and off-highway machinery. Daily lubrication and service of highway maintenance vehicles and equipment. Record keeping associated with operation/servicing of vehicles/equipment, reporting use of materials and daily work.
20%	E	Support the Department's training goals: Attend trade specific training to remain current with highway/ roadside/landscape maintenance and equipment strategies. Attend policy compliance training as required.
10%	M	When not operating the specified equipment, may perform any of the duties to assist Caltrans Landscape Maintenance Worker and Service Assistant, Maintenance; and do other related work.

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

The following licenses and/or certifications are MINIMUM QUALIFICATIONS for this classification:

- Class C Driver's License.

Must have knowledge of the provisions of the California Vehicle Code as it applies to the operation of motor vehicles and traffic regulations.

Must have a thorough knowledge of the operation and care of automotive equipment and light to medium duty machinery.

The incumbent is expected to gain a working/journey level knowledge of the methods, materials, tools and equipment used in maintaining highways; roadway, roadside, shoulders, landscape, barrier systems, signs, markers and drainage facilities.

The incumbent must be able to follow verbal and written direction; safely operate vehicles, equipment, machinery, power-tools and hand-tools used in highway maintenance. Must be able to work well with others.

Must have knowledge of safe work practices and know the employee's role in Department's Injury and Illness Prevention Program.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The following licenses and/or certifications are MINIMUM QUALIFICATIONS for this classification:

- Class C Driver's License.

Must have knowledge of the provisions of the California Vehicle Code as it applies to the operation of motor vehicles and traffic regulations.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Work assignments and instructions are provided. Most decisions are made at a higher level. The most serious consequences could cause serious accidents or injury to self, co-workers or the traveling public if a poor attitude towards safety is exhibited. When confronted with emergency situations, the equipment operator judgment should consider the protection of lives, the environment and property.

PUBLIC AND INTERNAL CONTACTS

Contacts are usually limited to co-workers and the supervisor. Other internal contacts are those who work within the same Maintenance Station and management within the chain of command. Rarely, the incumbent will have contact with California Highway Patrol representatives, other government agency representatives and members of the public. Incumbent will observe the chain of command to keep the supervisor apprised of all matters. Will be loaned to other crews.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls,

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eye protection, and breathing apparatus. The incumbent may be required to routinely move heavy objects weighing up to fifty pounds or more, stand or sit for prolonged periods, bending, stooping, and or kneeling. The incumbent may have to walk on uneven surfaces, climb slopes, and ladders. Must have the ability to develop and maintain cooperative working relationships. Must be able to maintain a calm composure when encountering confrontational/difficult persons or emotionally charged situations and respond appropriately.

WORK ENVIRONMENT

The work is physically demanding and requires stamina. In addition, the job will require incumbent to work on or near roadways with a high volume of vehicular traffic. Will be required to work with and around heavy equipment, including high-suction vacuum equipment used in drainage/sewer maintenance work, heavy and/or sharp power and hand tools.

Incumbent may encounter extremely dirty environment while cleaning drainage facilities or illegal encampments which are commonly found to contain rodent infestation, biological wastes and illicit drug paraphernalia.

Incumbent will be outdoors in all types of weather and environmental conditions. Environment includes entering confined spaces which are commonly dirty, wet and have little to no lighting.

Incumbent utilizes chemicals such as lubricants to perform routine maintenance of vehicles/machinery.

Incumbent will be required to work irregular shifts, including weekends, nights, holidays and in emergency situations. The incumbent will be expected answer calls after normal working hours to respond to unforeseen conditions needing immediate attention or emergencies. Work-shift changes may occur due to workload or weather related circumstances.

MAY BE ASSIGNED TO A SNOW TERRITORY

Reviewed and Approved for advertising:

SUPERVISOR (signature)

(print)

DATE

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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