

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Hwy Maintenance Wkr	D2 / Maintenance & Operations / Field Maintenance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
CT Highway Maintenance Worker - Quincy	902-672-6287	02/01/2025

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, the Caltrans Highway Maintenance Worker performs miscellaneous laboring duties in conjunction with the maintenance and repair of State highways. The incumbent will work individually or with a crew, and will be required to work overtime, nights and weekends due to storms, emergencies, or special work projects, as determined by the Supervisor or Department. May be loaned to another crew. A valid Class C driver's license is required. This position is represented under collective bargaining.

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, Climate Action, Employee Excellence - Innovation, Stewardship)
- Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Innovation, Integrity, Stewardship)
- 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. (Safety, Employee Excellence - Integrity, Pride)
- 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 - Collaboration, Integrity, People First)
- Interpersonal Savvy/Partnering**: Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety, Employee Excellence - Equity, Integrity, People First)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Employee Excellence - Integrity, People First, Stewardship)
- 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, Employee Excellence - Innovation, Integrity, Pride)
- 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, Employee Excellence - Innovation, Integrity, Stewardship)
- 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. (Safety, Employee Excellence - Collaboration, Integrity, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Works with a crew performing highway maintenance activities. Typical duties include sealing cracks; loading, unloading and shoveling material; digging or repairing drainage ditches and culverts; and clearing drainage inlets. Operates light landscape, maintenance or construction equipment (pickup, cone truck, etc.). Keeps simple records. Required to work overtime, nights and weekends due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State.

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40%	E	Assists with traffic control duties such as setting up lane closures, flagging operations, moving closures, and chain control. Removes obstacles, debris and carcasses from the travel way or state rights of way. May assist in the repair or replacement of signs, fence, and guardrail posts. Performs other duties as needed, including removing litter from highway roadsides, occasionally providing direction to probationers or Special Programs workers involved in litter removal, custodial work on state facilities, and minor repairs to equipment or facilities. Required to work overtime, nights and weekends due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State.
10%	E	Attends and participates in required training and safety meetings that may require travel; may also provide training to other crew members.
5%	M	May also be assigned to perform non-equipment operation duties normally assigned to the class of Caltrans Landscape Maintenance Worker.

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 any time be placed in charge of a work crew

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Operation and care of automotive equipment including light trucks
- Minor construction, repair and maintenance work
- Basic safe work practices to protect safety and health of self and others

Ability to:

- Follow directions at a level required for successful job performance
- Perform heavy manual labor
- Safely operate and care for automotive equipment including light trucks; keep records of equipment use and servicing
- Work cooperatively with others

A valid Class C Driver's license is required.

Incumbent must have the ability to work safely around high-density traffic; must also be able to work effectively alone or with others; and must be able to analyze various work situations accurately and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to state equipment and facilities.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and 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, and employee is expected to maintain a favorable public image for the state.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must be able to follow supervisor's instructions; refrain from insubordination; get along with supervisors, peers and subordinates; avoid violent behavior; understand and follow Caltrans policies; and avoid disruptive or harassing behavior.

Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist(s) and perform strenuous hand and mechanical labor.

Required to work overtime, nights and weekends due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State.

ADA Notice

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Importance of hearing and seeing - both are essential on the job because the worker must hear directions, equipment, and errant motorists, and must see in order to perform his/her duty safely. Hearing should be adequate to hear warning devices used for worker safety, as in look out alarm devices, including vehicle horns used to warn employees of imminent danger at the work site.

Corrected hearing is acceptable. Hearing protection must be worn at all times around the motor and other loud machinery that emits high levels of audio decibels. There may be hearing testing on an annual basis.

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

Most duties require prolonged standing, especially flagging. Digging, shoveling, litter removal, crack sealing require prolonged standing with stooping. Loading/unloading materials involves moving sacks (weight to 50-pounds), or may be done by the shovelful from a stockpile. If assigned to assist with guardrail replacement, incumbent and partner will move a guardrail section (50-75 pounds), typically 50 feet from truck to work area. Work is often done over uneven terrain.

From time to time, incumbent will perform repetitive tasks. Even in these circumstances, paying close attention to traffic and equipment is imperative.

Incumbent must be available for: overtime without notice when an emergency occurs late in the shift or when necessary to complete an operation; planned overtime for ongoing emergencies or operations which can be done only outside normal hours; and handling or assisting with after-hours call outs.

WORK ENVIRONMENT

Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and snow. During the winter months the workweek is normally 5/8-hour days. During the summer months the workweeks may be changed to 4/10-hour days. The scheduling of the 5/8 days or the 4/10 days is at the discretion of the District Management and pursuant to operational needs. Required to work overtime, nights and weekends due to storms, emergencies, special work projects, or when the Supervisor 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 is 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, and/or other safety gear must be worn when required by the Department.

Some crews are designated travel crews and work out of town on a per diem basis up to 80% of the year.

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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
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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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