

CLASSIFICATION TITLE CT Hwy Maintenance Leadwkr	OFFICE/BRANCH/SECTION District 11 / Maintenance / West Region	
WORKING TITLE CHML	POSITION NUMBER 911-700-6285-XXX	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 direction of a Caltrans Maintenance Supervisor, the Caltrans Highway Maintenance Leadworker works with others and assists the Supervisor in direction of the crew. A valid, Class B unrestricted driver's license with tank vehicle (N) endorsement is required while performing duties associated with maintaining the State highway system; Class A driver's license is preferred, enabling the incumbent to serve as an Equipment Operator II as needed and assist crew members in equipment training. Incumbent works the crew as needed, performing litter removal, weed abatement and homeless camp posting and clean up. The incumbent may work individually or with other crew members, and may oversee public service workers. The incumbent may be required to work overtime including nights and weekends, may be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency calls. May be loaned to another crew. This position is represented under collective bargaining.

**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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Equity, Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, 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, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **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. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, 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, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **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, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup>      Job Description

**POSITION DUTY STATEMENT**

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45%	E	Leads crew members in performance of highway maintenance activities in accordance to the Department's policies and procedures to ensure employee and job-site safety. Recognizes roadway deficiencies and takes appropriate corrective action to ensure public safety. Duties include but not limited to: working with a crew performing duties such as the repair or replacement of guardrail, fence, signs, attenuators, safety barriers, asphalt repairs, fence line clearing, culvert cleaning, litter removal, brush abatement, graffiti removal and addresses Customer Service Request with in their area of responsibility. Prepares and keeps written records and reports such as accident reports, daily time, and production reports, and equipment records in order to identify problems needing attention. Operates light vehicles and equipment used by the assigned unit that require a Class B unrestricted driver's license; if a Class A unrestricted driver's license is preferred, operates heavy equipment to perform more complex tasks associated with highway maintenance duties in the field. Works on traffic control; oversees that lane closures are set and picked up properly and safely. May also set and pick up traffic cones and advance work signs; acts as a flag person; operates the pilot car, backup truck, and lane closure truck; operates a two-way radio during active lane closures to provide public awareness and safely guide crew members in the field.
35%	E	Provides training to crew members in the use of heavy equipment such as crane, hoist and various light duty trucks as well as power equipment and various types of tools associated with highway maintenance. Makes inspection tours and checks equipment logs to ensure that all State equipment are being used and maintained properly and safely. Assists and coordinates with the Supervisor to conduct tailgate safety meetings to ensure the crew members and work zone procedures are followed as outlined in the Caltrans Injury and Illness Prevention Program, Chapter 8 of the Maintenance Manual. Observes the crew to be sure that work habits follow the Code of Safe Practices. Assists the Supervisor in setting priorities, scheduling and planning work assignments for subordinate crew members in his/her absence. Works from Installation Orders to place new signs, participates in the installation, or assists the removal and replacement of damaged signs/sign posts; operates digger derrick personnel hoist when one is required. When storms or other emergencies require 24-hour operation, manages the night crew as needed.
15%	E	Assists the Supervisor in completing reports of labor, materials and equipment used to prepare monthly and yearly workload plans. Assists the Supervisor in determining equipment, personnel, the type and amount of material needed for regular maintenance functions. Assists in maintaining the morale and provide guidance to the crew if necessary. Works from sign Installation Orders and determines placement of new signs. Works during annual night sign reviews to assess replacement needs as required.
5%	M	Performs miscellaneous related duties such as: responding to incidents when the supervisor is out of the area by using diplomacy and tact to answer questions from the public regarding maintenance policies or procedures; investigating complaints and obtaining supplies. 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). May serve as backup Equipment Operator II if having the appropriate Class A driver's license.

<sup>1</sup>ESSENTIAL 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**

None. At the job site, directs the work of one or more subordinate crew members involved in a specific task. In the Supervisor's absence, may assume direction of the crew.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of:

- Minor construction, repair and maintenance work.
- Provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles.
- Materials, methods, equipment and tools used in construction and maintenance of highways and structures.
- Rules and regulations pertaining to highway and structures maintenance practices, including traffic control, reporting procedures for planned and emergency closures, accident and fire prevention techniques.
- Principles of effective supervision.
- Basic occupational safety and health regulations; departmental safety and health policies and procedures; a basic knowledge of safe work practices; a lead worker's role in maintaining an effective Injury and Illness Prevention Program.
- Familiarity with a variety of highway maintenance and construction equipment.
- Assist in work being performed, including performing heavy manual labor; welding and cement experience are desirable skills, as in a Class A driver's license.
- Work from Installation Orders, manuals, with a minimum of direct supervision.
- Keep records of employees' time and of materials and equipment used.

**ADA Notice**

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## POSITION DUTY STATEMENT

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- Direct the work of others.
- Operate and care for tools and equipment used, including performing pre/post-operative checks and keeping necessary records.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively with supervisors and subordinates.

Analytical ability is required to determine equipment and material needs and schedule the work of others. When in charge at the scene, the incumbent must be alert to changes in conditions and take appropriate action.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and poor decision making can affect the safety of self, coworkers and the traveling public resulting in possible injury or loss of life. May expose the state to tort liability and damage the highway infrastructure, tools and equipment.

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### PUBLIC AND INTERNAL CONTACTS

Incumbent has occasional contact with the traveling public; contact with State Highway Patrol or other law enforcement agencies during emergencies; and routine contact with crew members and supervisors. Most contacts are in person. Most work is done with a partner or in a crew setting. It is necessary to establish and maintain effective working relationships and exercise restraint when dealing with irate motorists. The incumbent is expected to maintain a favorable public image for the Department and the State.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to work alone and travel long distances in order to perform duties in extremely remote areas. Most work is done in close proximity to traffic and equipment, repairing or replacing construction features that have already been damaged by errant vehicles. Incumbent must remain alert to conditions, especially when performing repetitive tasks or acting as lookout, and be able to get out of the way quickly. Incumbent must hear at a level sufficient to hear warning shouts and backup bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings, and sufficient night vision to respond to call-outs after-hours. Depending on task, work requires prolonged sitting and ability to enter/exit equipment repeatedly during the shift; bending, stooping, kneeling; shoveling; grip strength; routine loading/ unloading materials to 50 pounds; manual dexterity sufficient to operate equipment knobs and levers. Work frequently requires traversing of uneven terrain and working at heights from a personnel basket or ladder.

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### WORK ENVIRONMENT

Work is done outdoors, where incumbent is exposed to blown dust; treated wood posts, exhaust fumes, fumes from cutting galvanized metal; noise from high-speed traffic nearby; uneven surfaces; extremes of heat and cold.

Personal safety requirements include but are not limited to:

- A serviceable leather work shoe or boot must be worn which is specifically fabricated for highway maintenance and/or construction environments.
- Long-sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- Long pants. No shorts or cutoffs.
- Provided safety gear such as hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, harness and lanyard, or other safety gear must be worn when required by the department.

Possession of a valid driver's license is required to operate a State owned or leased vehicle.

POSITION DUTY STATEMENT

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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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