

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Hwy Maintenance Leadwkr	OFFICE/BRANCH/SECTION DISTRICT 7 / MAINTENANCE / METRO REGION	
WORKING TITLE Caltrans Highway Maintenance Leadworker	POSITION NUMBER 907-604-6285-918	REVISION DATE

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

GENERAL STATEMENT:

Working under the supervision of a Caltrans Maintenance Supervisor, the Caltrans Highway Maintenance Leadworker operates light vehicles and equipment requiring a valid unrestricted Class B Commercial Driver's License, with a tank vehicle endorsement. The incumbent leads the work of a crew, performing tasks related to highway maintenance work; paving, mowing, ditch cleaning, dig outs, removing brush/undergrowth from highway right of way, pavement patching; repairs or replaces guide markers, signs, fence, guardrail, cleans culverts; traffic control, litter pick up, maintenance of roadside rests, graffiti removal; makes minor repairs to and cleans signs and markers. The incumbent may be required to work overtime, work irregular shifts/ alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers. 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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Prosperity, Employee Excellence - 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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 - Collaboration, People First)
- Teamwork and Collaboration**: Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - 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, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Prosperity - Collaboration, Stewardship)
- Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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35%	E	Assists and coordinates with the Supervisor to conduct tailgate safety meetings to ensure the crew members and work zone procedures are followed as outline in the Caltrans Injury and Illness Prevention Program, Chapter 8 of the Maintenance Manual. Assists the Supervisor in scheduling and planning work assignments for subordinate crew members. Leads crew in performance of maintenance activities as outline in the Maintenance Manual Vol 1 to ensure employee and job-site safety. Performs crack sealing, repairs and resurfaces, oils and patches roads; repairs and cleans ditches, culverts, and other drainage structures; replaces, makes minor repairs and cleans signs and markers; repairs roadways, guardrails and fences; repairs drainage facilities and assists with hazardous spill clean up by utilizing a variety of equipment such as four-wheel drive vehicles, trucks including 4 cubic yards or smaller, loaders, mowing machines, chippers, self-propelled rollers, and forklifts in order to maintain highway safety.
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 during active lane closures to provide public awareness and safely guide crew members in the field.
20%	E	Operates light vehicles and equipment used by the assigned unit including heavy equipment requiring a valid unrestricted Class B driver's license with tank vehicle endorsement to perform more complex tasks associated with highway/landscape maintenance duties in the field. Makes minor adjustments and emergency repairs to equipment and services and maintains equipment (lubes service points; changes tires, light bulbs, fuses, filters, and window wipers; steam cleans equipment; and operates hoist).
10%	E	Provides training to crew members in the use of heavy equipment such as loader, grader and plow truck 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.
10%	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.
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.

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

No direct supervision. In a lead capacity, assists the supervisor in planning and overseeing the work of subordinate crew members. In the Supervisors absence, directs crew members in the performance of their assignments.

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 the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices; principles of effective supervision; safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program; and the leadworker's role in maintaining an effective Injury and Illness prevention Program. Ability to complete simple written records; direct the work of others; assist in work related to maintenance of highways, structures and landscape areas. Ability to work safe and work effectively alone or with others; operate and care for construction, maintenance, emergency service and landscape equipment. Must be able to analyze various work situations effectively and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property.

PUBLIC AND INTERNAL CONTACTS

Incumbent must maintain good relations with the public, Caltrans employees and employees/ representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. Contact may be with hostile public, and 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

Much of this position is labor intensive. The incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor. Generally, activities can be broken down into operating equipment and light vehicles 15% of the time on a year-around basis. The remainder of the activity is labor intensive and includes but is not limited to the following: Standing, Sitting and Walking is 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: Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting and driving 50%.

Snowy day: Sitting and operating large trucks, loaders, 90%; walking and standing, checking out equipment, 10%

Crack sealing: Standing, walking and driving 95% of the day

Chip sealing: Standing, operating truck, loader, spreader, 80% to 90% of day

Paving: Operating trucks, loaders, 15% of day. Standing and walking, raking and shoveling, 45% of day.

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

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 material. 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.

Another type of lifting is light pickup – loading garbage bags with litter, tire carcasses and other debris from roadway, which requires continuous bending and lifting. Other items include pothole mix, cement, and sealant blocks, superfine, buckets of paint and working stock inventory. Installing marker post, at least two feet into the ground requires lifting up and pulling down the 60 lb. driver 10 to 150 strokes per post.

Another type of lifting is light pickup – loading garbage bags with litter, which requires continuous bending and lifting. Incumbent should ask for assistance when moving items over 50 pounds. Transport and/or carry – Bagged/boxed material, which may weigh 50 to 100 lbs., must be transported and/or carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are transported and/or carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools may include but not limited to picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be transported and/or carried on uneven terrain.

Overhead reaching – Includes but not limited to pulling yourself up into many types of equipment, pruning, holding signs, servicing equipment on the lube hoist, signaling other workers, and loading material into/on equipment. Pushing/Pulling – Includes but not limited to 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. Twisting - The incumbent twists 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 lbs.

Climbing/Balancing – Climbing is done in/out and off/on of equipment, up and down banks and slopes, ladders, stairways, (often with 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; inspect and/or clean large storm drain facilities. Bending/Crouching/Squatting/Crawling – The incumbent 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 incumbent also crawls around and underneath equipment while checking and servicing equipment, putting on or removing snow chains and tightening or replacing grader blades and other equipment parts.

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

Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Shall be required to deal tactfully and courteously with public and crew under difficult and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations, and adopts an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. The incumbent is responsible for working cooperatively with team members and supervisors to identify innovations that will

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increase productivity reduce cost and maintain or improve quality. The incumbent must adhere to the customer service standards set by his/her unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

The incumbent may be exposed to high-speed traffic; loud noise; dust; chemicals; extreme weather conditions and great heights. May be required to work rotating and irregular shifts, overtime due storms, emergencies, or special work projects, night, weekends, and holidays. This also includes responding to after hour call-outs, which can include working with other maintenance crews involved in traffic control, accidents or other emergency work while at their base of operation. Incumbent works in a climate-controlled office under artificial lighting. Due to periodic problems with heating and air conditioning, the building temperature will fluctuate. Occasional time may be spent in a modular furniture setting that can fluctuate in temperature based upon the time of year. Office space consists of modular furniture arranged in a functional team-based setting. Overtime may be required, and vacation restrictions may be imposed during peak workload and fiscal year-end closing. Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

- A. Appropriate footwear, in good and sturdy condition, must be worn.
- 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 such as hard hats, safety glasses, hearing protection devices, face shields, gloves, respirators, chaps, or other safety gear must be worn when required by the Department, including hazmat conditions and/or incidents when required.

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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