

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Hwy Maintenance Leadwkr	OFFICE/BRANCH/SECTION 04/Maintenance/Toll Bridge Region	
WORKING TITLE Caltrans Highway Maintenance Leadworker	POSITION NUMBER 904-670-6285-xxx	REVISION DATE 12/22/2025

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of a Caltrans Bridge Maintenance Supervisor, the incumbent assists the supervisor and provides lead guidance over and participates in the work of a Bridge Maintenance Crew. Directly involved in working safely at heights of 500 feet above the ground and/or water and in inclement weather conditions. Leadworker has multiple responsibilities including covering for supervisor during short duration absences and working non-traditional hours including weekends, nights and holidays to fulfill operational needs and during emergencies and special events. Leadworker must be able to work, schedule, operate and communicate with various agencies such as; U.S. Coast Guard, the California Highway Patrol, various contractors and the general public. Directs, instructs, and works with a bridge crew consisting of Equipment Operators I/II's and Maintenance Workers in the maintenance of State Toll Bridges utilizing specialized equipment, such as Under Bridge Inspection Truck (UBIT). This crew travels extensively throughout the district and State on 'per diem'.

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. (Cultivate Excellence - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Equity, Integrity)
- **Initiative**: Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Strengthen Stewardship and Drive Efficiency - 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. (Advance Equity and Livability in all Communities - Engagement, Pride)
- **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. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **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. (Safety First - Pride)
- **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. (Cultivate Excellence - Equity, Pride)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First - Innovation)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence - Engagement, Innovation, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
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45%	E	Leads and participates in Bridge Maintenance functions including climbing, scaling, prevention maintenance and repairs of area state highways and bridges. Operate all Caltrans maintenance equipment; ensures and reviews pre-ops for accuracy and approves equipment usage/authorizes equipment repair; monitors radio communications between; reviews/corrects/approves shift records, bridge inspection reports, fuel usage logs; completes employee time slips; assigns equipment; assist maintenance supervisor prioritize needs and communicate recommendations, investigates and notifies supervisor regarding equipment damage.
25%	E	Performs inspection of building facilities and reports hazards/maintenance issues to supervisor. Complies with storm water and hazardous waste regulations by monitoring hazardous material generated waste and providing documentation to supervisor. Assigns, schedule and participates in facility housekeeping including daily sweeping, mopping, emptying trash and landscaping duties. Must be able to take part in homeless camp cleanup and recognize associated hazards.
20%	E	Assist with bridge climbing/scaling and equipment training and qualifications, including equipment operation, safety procedures, work area protection and use of material and tools. Conducts Tail Gate Meetings. Uses a variety of computer software, completes and maintains records of labor, equipment and materials used.
5%	E	Notifies Supervisor, Superintendent and/or Maintenance Manager regarding sensitive situations that may occur and effect traffic, security concerns and pier cap vulnerabilities or unusual circumstances. Using email or by other electronic means, provide schedules, bridge inspection reports, vessel fuel logs and maintains to supervisor and management.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

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 Leadworker does not supervise, but will direct and lead crew members and may act as a supervisor during temporary absences.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the principals of safe working practices, traffic control and maritime rules and regulations; familiarity with Chapter 8 guidelines. Must "qualified" on the truck/Trailer- Towable/ Loadable and loader modules of the Equipment User Qualification Program. Posses the knowledge of, and ability to operate, service and make minor adjustments and repairs to equipment. Knowledge of safety procedures pertinent to work duties including work area protection, equipment operation, proper lifting, etc. Knowledge of the traffic rules and regulations, boater safety, and California Vehicle code as it applies to loading and operations of motor vehicles. Must have knowledge of Caltrans specific policies for the maintenance and serving of equipment and proper documentation thereof. Knowledge of and ability to use computers, projectors, video equipment, and have some background using Microsoft Word, Excel and Power Point software. Must be able to establish and maintain good working relationships. Must be able to analyze various situations accurately and develop sound alternatives when necessary.

Possess the knowledge of, and ability to operate, service and make minor adjustments and repairs to maintenance equipment. Knowledge of safety procedures pertinent to work duties including work area protection, equipment operation, proper lifting, etc. Knowledge of the California Vehicle Code as it applies to loading and operation of motor vehicles.

Class B driver's license with Tank Endorsement is required.

Must be willing to attend maritime training in a formal classroom environment. MERB I, II, & III qualifications are required within 12 months of appointment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incorrect decisions or errors in judgment could result in improper work practices that may endanger the safety of both Caltrans employees and the public. Many of the issues are often of an extremely sensitive and confidential in nature, which have an impact on all District Maintenance employees. A serious error could result in an employee grievance, possible violation of health and safety standards, fall short of maintenance program objects or extensive legal/mandatory liability.

PUBLIC AND INTERNAL CONTACTS

Employee must be capable of maintaining good internal relationships with fellow employee's, an be able to answer questions from the traveling public. The employee will be required to communicate with District 4 Communication Center an other Caltrans employees over the state radio.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the physical ability and manual dexterity to bend, stoop, kneel and stand for prolonged periods of time. Mental and physical ability to work for long periods of time in tight, narrow, confined spaces. Physical agility and strength necessary to work safety at heights of at least 500 feet above the ground and water and the fitness to withstand working continuously under adverse (cold, wet and windy) weather conditions. The mental and physical ability to work from maritime vessels in waterways during adverse weather conditions. The mental and physical ability to work around loud and moving equipment, is able to analyze various situations accurately and develop sound alternatives when necessary. Ability to maintain good relations is critical. Physical ability and willingness to use respirator, willingness and ability to improve knowledge and efficiency by completing related courses as required.

WORK ENVIRONMENT

Extreme weather conditions (hot and cold)

Height over 300'

Work around moving equipment

Work around fast moving traffic

Work inside bridge structures

Work in areas of Limited Space

Work around lead base paint

Work on and from a work boat out on the bay

Work around biohazards waste

Loud Noises

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.)

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