

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE <b>CT Hwy Maintenance Leadwkr</b>	OFFICE/BRANCH/SECTION <b>04/Maintenance/Specialty Region</b>	
WORKING TITLE <b>Caltrans Highway Maintenance Leadworker - Complete Streets</b>	POSITION NUMBER <b>904-760-6285-xxx</b>	REVISION DATE <b>11/20/2025</b>

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:**

Working under the supervision of a California Maintenance Complete Streets Supervisor, the incumbent works with and assists in supervising the work of the Complete Streets Crew engaged in the Maintenance of Complete Streets (Sidewalk, crosswalk, and bike ways) facilities of the State Highway System and within the State's right of way. The incumbent will primarily be responsible for working on a road crew operating heavy equipment, hand equipment, managing materials, and working on traffic control. The incumbent assists in Site inventory and condition assessment of Complete Streets facilities. The incumbent will perform miscellaneous labor-intensive work in connection to landscaping and highway maintenance. May conduct training for other members of the crew if appropriately qualifies and properly licensed, may operate specialty Caltrans equipment. May receive training from other maintenance staff or Headquarters. The incumbent may be required to work overtime, irregular shifts, holidays and weekends; May be required to respond to emergency situations. This position is represented under collective bargaining. Possession of an unrestricted Class B driver's license with tank vehicle (N) endorsement is required. Traveling is required to remote locations and stay overnight to meet department needs 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. (Safety First - Equity)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **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. (Cultivate Excellence - Innovation)
- **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. ( Advance Equity and Livability in all Communities - 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 - Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. ( Advance Equity and Livability in all Communities - 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. (Cultivate Excellence - Equity)
- **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 First - Pride)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence - Pride)

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
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30%	E	Incumbent works and directs the Complete Streets crew members usually performing physical labor, including but not limited to, handwork like sweeping, cleaning sidewalks, striping, stencil work, shoveling, raking asphalt. Picks up litter, dead animals, hauls garbage, and performs other unskilled labor tasks that are required for the maintenance of Complete Streets facilities by using tools such as pick, shovel, broom, pitchfork and hoe. Removed brush and undergrowth from highway right of way by use of axe, pruning shears, handsaw and/or chain saw, weed-eaters, etc. Seals cracks, resurfaces, oils, and patched roads. Repairs, cleans and sweeping sidewalks, crosswalks, and bike ways. Replaces and makes minor repairs to and cleans signs and markers. The incumbent is primary responsible for working on a complete streets crew, operating a variety of equipment such as four-wheel drive vehicles, trucks including 4 cubic yards or smaller, loaders, mini sweepers, mowing machines, chippers, self propelled rollers, and forklifts. The job duties may include operating loaders and other equipment to remove debris, repair washouts and slides. ensures safety requirements are followed.
30%	E	The incumbent collects Complete Streets Inventory verification and condition assessment through the Complete Streets application to develop Field Maintenance work orders. The incumbent may continually communicate with HQ Maintenance on Maintenance work progress, IMMS charging, report states and attend schedule progress meetings. Must be proficient in Microsoft products including word, excel, etc.
25%	E	Works on traffic control; sets and picks up lane closures, traffic cones, flares, and advance work signs; acts as a flag person; operates the pilot car, backup truck, and lane closure truck; operates a 2-way radio.
10%	E	Operates light vehicles and equipment identified as used by the assigned unit requiring a valid unrestricted class B driver's license. Makes minor adjustments and emergency repairs to equipment, services and maintains equipment (lubes service points; changing tires, light bulbs, fuses, filters, and window wipers; steam cleans equipment and operates hoist.
5%	M	Completes simple written records, such as crew daily work records, accident reports, lube records, mileage reports, assists with inventory records

<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**

No direct supervision. In a lead capacity, assists the supervisor in planning and overseeing the work of subordinate crew members. In the Supervisor's 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 lead worker'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 specializing in Complete Streets (Sidewalk, crosswalk, and bike ways) and landscape areas. Ability to work safe and work effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions. Must be familiar with microsoft programs and the IMMS system to track and monitor field maintenance Complete Streets activities.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors may expose co-workers and/or the public to possible injury or loss of life. Errors 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. Errors may expose the State to liability for damages to public property.

**PUBLIC AND INTERNAL CONTACTS**

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; the employee is expected to maintain a favorable public image for the Department and the State.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Much of this position is labor intensive. Employee 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:

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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 everyday 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 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, guideposts, 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 employee 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 supp lies); 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 employee 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 employee 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 employee 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. Will be required to deal tactfully and courteously with public and crew under stressful 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.

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This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality. This position 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**

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. The scheduling of the 5/8 days is at the discretion of the Region Management. Employee may be scheduled to work the night shift as needed to meet operational needs with proper advance notice as per the Bargaining Unit 12, Memorandum of Understanding. May be requested to work scheduled and/or emergency overtime due to storms, callback, special work projects, or to meet operational needs. Overtime will be assigned per the Bargaining Unit 12, Memorandum of Understanding.

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; 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.)

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EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE