

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Hwy Maintenance Wkr	OFFICE/BRANCH/SECTION D9/Maintenance/	
WORKING TITLE Caltrans Highway Maintenance Worker- Permanent Intermittent	POSITION NUMBER 909-610-6287-918	REVISION DATE 2/26/2025

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 incumbent operates light vehicles and equipment requiring a Class C driver's license used by assigned unit, and works individually or with a crew performing tasks related to highway maintenance work. May be required to work in snow areas during the winter months to assist with snow removal.

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 - Integrity)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Integrity)
- **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 - Collaboration)
- **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 - Collaboration)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety - Collaboration)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - 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. (Safety - Collaboration)
- **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, Prosperity - Integrity, Pride)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Safety - Collaboration, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
30% E	On large projects usually performs physical labor, including but not limited to, hand work like sweeping; shoveling; and raking asphalt. Picks up roadside litter, dead animals, hauls garbage, and performs other unskilled laboring tasks by using such tools as a pick, shovel, broom, pitchfork, and hoe. Removes brush and undergrowth from highway rights of ways by use of an axe, pruning shears, handsaw and/or chain saw, weed eaters, shovel, hoe and bush chipper. Seals cracks, resurfaces, oils, and patches roads.

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25%	E	Works on traffic control, sets and picks up lane closure, traffic cones, flares, and advance work signs; acts as a flagperson; operates the pilot car, backup truck, and lane closure truck; operates a two-way radio. May be assigned to work in a snow area during the winter months performing the following duties, but not limited to, shoveling, chain control and truck screen duties, assist in road closures including directing traffic and proper placement of warning and detour signs, remove snow from signs and other traffic safety devices, repair and replace snow poles, and repair and build tire chains.
20%	E	Repairs and cleans ditches, culverts, and other drainage structures. Replaces and repairs guardrail and fences. Replaces, makes minor repairs to and clean signs and markers. Completes simple written records, such as crew daily work records, accident reports, lube records, mileage reports, etc.
15%	E	Operates light vehicles & equipment used by the assigned unit requiring a Class C driver license. 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).
10%	M	Required to maintain work areas in a clean and safe manner.

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 Caltrans Highway Maintenance Worker does not directly supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of the operation and care of equipment used in the assigned duties and provisions of the California Vehicle Code as they apply to their operation; regulations, procedures and safety practices relating to highway maintenance work. Requires knowledge of safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program, safety rules and regulations related to assigned duties as stated in Chapter 8 of the Maintenance Manual Vol. 1, and knowledge of basic safe work practices. Must know and follow policies and procedures for operating two-way radios, and have knowledge of fire suppression techniques and emergency first aid. The incumbent is required to have and maintain a valid unrestricted class C driver's license.

The incumbent must have the ability to communicate and follow directions, both oral and written, at a level required for successful job performance; develop and maintain good working relationships with others; deal tactfully with the public; keep legible and accurate records; and must also be able to do heavy manual labor. The incumbent must be able to effectively analyze various work situations and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must exercise judgment in making decisions relative to the safe operation of vehicles and equipment. Poor decisions or actions could jeopardize the safety of the employee, co-workers, the traveling public, and could damage state and private property. Such acts could result in monetary loss and embarrassment to the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent has continuous contact with fellow employees, will have frequent contact with the traveling public, especially during traffic control operations, and may have occasional contact with representatives of other departments or agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sitting in/on and driving/operating maintenance and construction vehicles will be required. The incumbent will be required to do heavy manual labor including; moving/placing of heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, twisting, reaching, climbing, walking on uneven ground and prolonged standing. The incumbent must be able to cope with and respond to emergency situations such as those connected with traffic and weather conditions and other natural disasters, and will be required to deal tactfully and courteously with the public under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, and alert and aware at all times. The incumbent must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others.

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WORK ENVIRONMENT

Incumbent will be required to work in a wide range of sometimes-extreme conditions, such as heat, cold, strong winds, rain, sleet, and snow. This includes heat up to 120 degrees and cold temperatures to -15 degrees.

Incumbent will be on the 9/80 work schedule. Please note that the schedule may change at the discretion of the District Management and/or Supervisor.

Incumbent may be scheduled to work the night shift during the months of November, December, January, February, March, and April or as scheduled by the Maintenance Supervisor. May be required to work overtime, which may include weekends and holidays due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime. The incumbent will be expected to respond to emergency call-outs, may be required to work temporary and/or intermittent varied work shifts, may be loaned to other cost centers to help during storm events and other natural disasters and with normal maintenance operations.

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, or other safety gear must be worn when required by the Department.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE