

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Hwy Maintenance Wkr	OFFICE/BRANCH/SECTION DISTRICT 7 - MAINTENANCE - SOUTH REGION
WORKING TITLE CALTRANS HIGHWAY MAINTENANCE WORKER	POSITION NUMBER 907-675-6287-XXX
	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 direction of a Caltrans Maintenance Supervisor, the incumbent operates light vehicles and equipment used by assigned unit. Incumbent will work individually or with a crew performing tasks related to highway maintenance work; paving, mowing, ditch cleaning, dig outs, removes brush/undergrowth from highway right of way, pavement patching, repair or replacement of guide markers, signs, fence, guardrail, clean culverts, traffic control, litter pick up, maintenance of roadside rests, graffiti removal, makes minor repairs to and clean signs and roadside markers. Operates and maintains various light equipment and performs general laboring tasks associated with the maintenance of the State Highway system.

Possession of a valid California Class C driver's license is required.

Possession of a Qualified Applicators Certificate is desirable.

Duties include, but are not limited to:

**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 - People First)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Stewardship)
- **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. (Employee Excellence - Pride)
- **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. (Equity - Collaboration)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity - Collaboration)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - People First)
- **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. (Employee Excellence - People First)
- **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 - Innovation)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity - Pride)

**TYPICAL DUTIES:**

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

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45%	E	Incumbent usually performs physical labor, including but not limited to, handwork 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, blowers, and bush chipper. Seals cracks, resurfaces, oils, patches roads, slab repair and install storm water protection measures. Repair offence and guardrail. Repairs and cleans ditches, culverts, and other drainage structures. Replaces, makes minor repairs to and clean signs and roadside markers.
25%	E	Safely operates and maintains various equipment requiring a class C driver's license. Incumbent shall follow prescribed methods of equipment as instructed by META and their supervisor and use the Pre-op and Post-op checklist for reporting any signs of problems to their supervisor. Service and make minor repairs on equipment (lube service points, changes tires, light bulbs, fuses, filters, and window wipers; steam cleans equipment; wash and wax). May perform any of the duties outlined under Caltrans Highway Maintenance Worker and other related work. Uses and maintains proper traffic control devices properly setting up signs, cones, barricades, message boards, assists with closing of on/off ramps, and traffic lanes as required per chapter 8 and operate 2-way radios.
15%	E	The incumbent is primarily responsible for working on a road crew, operating a variety of equipment such as pick up trucks, one ton trucks, two ton trucks, loaders, mowing machines, chippers, porta-potty self-propelled rollers, and forklifts, if license permits. Respond and assist with hazardous spill clean up and may be responsible for preparing a loss report.
10%	E	Incumbent will receive training on equipment. Will attend and participate in all required safety meetings and job related training programs.
5%	M	Incumbent will perform custodial work and make minor repairs to maintenance stations and highway facilities.

<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. Incumbent may at any time be placed in charge of a work crew as the responsible person in charge per Chapter VIII over other Caltrans workers, Special Program Workers, such as CCC, probationers, etc.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge: 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. Knowledge of basic safe working practices and the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program. Operation and care of automotive equipment including light trucks, vans and automobiles; gas and diesel power tools such as tractor movers, chainsaws, weed eaters, hedge trimmers; hand tools such as hoe, shovel, broom, rake, pitchfork, wrenches, hammers, screwdrivers, etc.. Knowledge of basic safe work practices to protect their own safety and health and that of others. Must possess a knowledge of statewide Maintenance functions and the mission, goals, organization and procedures of the Department of Transportation. Must be able to recognize and respond appropriately to emergency situations.

Ability to work safe and work effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions.

Ability to communicate and follow directions at a level required for successful job performance; skillfully operate equipment in the performance of assigned duties; make minor adjustments and emergency repairs; do heavy manual labor to assist in work related to highway maintenance; keep records of equipment usage and servicing.

Ability to work safely around high-density traffic.

**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. Incumbent of the State may be held liable for their own actions as a result of their carelessness on a job.

**PUBLIC AND INTERNAL CONTACTS**

Maintain good relations with the public, Caltrans employees and employees/ representatives of other government agencies. May have occasional 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.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Almost all work is done in close proximity to traffic and equipment; incumbent must hear at a level sufficient to hear warning shouts and backup plans. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings. Prolonged sitting required to operate equipment; sufficient manual dexterity to operate controls and tie-down equipment to be hauled. If assigned to patrol, incumbent will be seated in his/her equipment length of shift. Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating equipment 40% of the time on a year-around basis. The remainder of the activity is labor.

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:

A. Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting and driving 50%.

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

C. 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: bags/ buckets of concrete, buckets of rock, and buckets of bridge repair debris which all may weigh as much as 75 lbs. Various heavy pneumatic tools. All listed could be handled on an every day basis. Each shovel full lifted weighs approximately 15 lbs., and 200 to 2,500 lbs. of concrete or debris 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, which requires continuous bending and lifting.

Carrying- Bagged/boxed material, which may weigh 50 to 100 lbs., must be carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried include picks, hoes, various pneumatic tools, hoses, signs, standards, flags, and cones, guide posts, etc. and may be carried on uneven terrain.

Overhead reaching - Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per day, varying tasks on bridges above your head, pruning, holding up signs off a ladder, servicing equipment on the lube hoist, signaling other workers, and throwing/loading material in equipment. Other Reaching - Setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs picking up cones; often done on a continuous basis, over 60% of the work shift.

Climbing/Balancing - Climbing is done in and out of equipment, up and down banks and used in fine manipulation of a chain 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.

Bending/Crouching/Squatting/Crawling - The Operator 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 Operator also crawls around and underneath equipment while checking and servicing equipment, putting on or removing snow chains and tightening or replacing grader blades.

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 saw or similar equipment.

Pushing/Pulling - Shoveling, 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 brush and limbs, animal carcasses, and pulling chains.

Twisting - The Operator twist 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.

**WORK ENVIRONMENT**

Required to work in a wide range of sometimes-extreme conditions, including heat up to 120 degrees, cold to 25 degrees, strong winds, rain, sleet, and snow. Assignments will generally be within D-7; significant overnight travel on per diem may be required. Much of the work will be performed in high and confined spaces.

Will be required to work overtime 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.

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

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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.

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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