

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Hwy Maintenance Wkr	OFFICE/BRANCH/SECTION 08-711 BANNING MAINTENANCE (EFIS # 2378)	
WORKING TITLE CALTRANS HIGHWAY MAINTENANCE WORKER	POSITION NUMBER 908-710-6287-XXX	REVISION DATE 06/19/2026

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

**GENERAL STATEMENT:**

Under the general direction of a Caltrans Maintenance Supervisor, the incumbent performs a variety of labor-related tasks in support of maintaining the State highway system. The incumbent assists the supervisor with team engagement and coordination of daily activities. Duties may also include operating Caltrans equipment as assigned.

**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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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)<sup>1</sup> Job Description

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45%	E	Performs manual labor and operates light equipment, along with power and hand tools, to complete tasks such as paving, pothole patching, crack sealing, cleaning drains and ditches, installing and maintaining signs and delineation, maintaining landscape and irrigation systems, trimming brush and trees, conducting storm cleanup, removing litter and graffiti, setting up traffic control, and performing other related duties. May be assigned miscellaneous labor in support of maintaining State highways and safety roadside rest areas. Also performs custodial tasks including emptying trash cans, sweeping, sanitizing facilities, picking up litter, cleaning restrooms, and replenishing supplies. May perform minor facility repairs such as tightening bolts, nuts, and screws, and clearing clogged toilets.
45%	E	Performs traffic control duties that may include setting and picking up lane closures using traffic cones, flares and advance warning signs; hand-flagging traffic; and operating a pilot vehicle, back-up truck and cone truck.
5%	E	Keeps required records, including pre- and post-operation equipment reports, repair requests, crew and time reporting forms, and material and fuel usage documentation. Conducts pre- and post-operation inspections; performs minor and emergency equipment repairs and adjustments as needed; and is responsible for cleaning equipment, tools, and assigned work areas at the end of each shift.
5%		Performs other job-related duties within the scope of the classification as assigned.

<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 is exercised. The incumbent may be appointed to oversee the work of others as the responsible person per Chapter VIII of the Maintenance Manual Vol. I. Oversight may be over other Caltrans employees or Special Program Workers, such as California Conservation Corps workers or probationers.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

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.

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.

Know and follow policies and procedures for operating two-way radios, and have knowledge of fire suppression techniques and emergency first aid.

The incumbent must possess a valid Class "C" Driver's License.

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.

Ability to do heavy manual labor.

Ability to effectively analyze various work situations and make sound decisions.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Exercises 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**

Driving and operating maintenance and construction vehicles is required. The incumbent must perform heavy manual labor, including lifting, pulling, pushing, and carrying heavy objects; as well as power grasping, squatting, twisting, reaching, climbing, walking on uneven terrain, and standing for prolonged periods. The incumbent must be able to respond effectively to emergency situations related to traffic, weather, and other natural disasters, and must interact with the public tactfully and courteously under stressful or adverse conditions. The role requires the ability to maintain focus on precise tasks despite traffic and other distractions, and to remain emotionally stable, alert, and vigilant at all times. The incumbent must have adequate hearing and vision, with or without corrective aids, to ensure personal and public safety.

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### WORK ENVIRONMENT

Most of the incumbent's time will be spent working in the field, either operating equipment or performing duties on foot. Weather conditions range from cold, windy, and wet winters to very hot and predominantly dry summers, with temperatures varying from below freezing to well over 100 degrees. Summer thunderstorms may occur, and heavy winter rainfall is expected. The incumbent will be required to work outdoors and operate equipment in extreme temperatures and inclement weather, and may need to sit or stand for extended periods. Work may be performed on uneven surfaces and in environments with exposure to noise, dust, hot materials, and chemicals. The incumbent must wear long pants and appropriate footwear, as required by section 4.3 of the current MOU, and must use all assigned personal protective equipment, including high-visibility shirts or vests, hard hats, safety glasses, gloves, and any other required safety devices. The role requires extensive travel throughout the assigned area and may include travel to other locations within the district. The incumbent may be required to work overtime, including nights and weekends, may be assigned temporary or intermittent shifts, and may be called to respond to emergency situations.

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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