

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Hwy Maintenance Wkr	OFFICE/BRANCH/SECTION D07/MAINTENANCE/SPECIAL CREWS/07/STENCIL CREW	
WORKING TITLE CT Hwy Maintenance Wkr	POSITION NUMBER 907-740-6287-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 supervision of a Caltrans Maintenance Supervisor, the employee will be required to operate light vehicles and equipment, must have a California Drivers' License, Class C. Will work individually with/or a crew performing tasks related to Stenciling of State maintained roadways or facilities. In the absence of the Caltrans Maintenance Supervisor, a Caltrans Maintenance Leadworker or other qualified employees may be assigned as Supervisor. On Occasion employee maybe assigned to work for other Supervisors and/or units as required by operational needs. Training is continuous, formal or informal and may receive training from other employees of the crew, region, district or headquarters.

Work schedule is a 5/40, Monday to Friday, 0700 to 1530 hours; the incumbent will be required to work overtime, irregular shifts/ alternate work schedules including nights, holidays and weekends, shift change due to operational needs. Maybe loaned to other crews.

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, Employee Excellence - Innovation, Stewardship)
- Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Collaboration, People First, 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 - Integrity, 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. (Safety, Employee Excellence - Collaboration, Innovation, People First)
- 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. (Equity, Employee Excellence - Collaboration, People First)
- 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. (Employee Excellence - 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, Employee Excellence - Collaboration, Innovation, Integrity)
- 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, Equity, Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Employee Excellence - Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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45%	E	Operate light vehicles used by the assigned unit. Makes minor repairs and adjustment to vehicles and equipment i.e., applicator carts, grinders etc. Conduct pre and post operational checks on vehicles and equipments.
45%	E	When not operating light equipment, employee will perform physical tasks such as kneeling, bending, stooping, reaching, climbing and lifting. Must be able to lift a minimum of fifty (50) lbs., when involved with layout and installation of stencil markings, removal of markings as well as loading of thermoplastic material into preheater, lifting 5 and 3 gallon buckets of glass beads and stencil kote, sweeping up excess materials and lifting trash bags up to truck level. Will perform scraping operation on stencils, hand painting of small stencils and spray paint installation of stencils.
10%	M	Works on traffic control, place works signs, cones and may flag traffic as required/provision of Chapter 8. Will operate lane closure truck, back up truck with appropriate license and two-way radio. Required to keep/report crew reporting forms, pre/post operational requirements, fuel and oil recap sheets and other miscellaneous reports.

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

None. May be placed in charge of a work crew as responsible person in charge per Chapter 8 of the Maintenance Manual Volume 1.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have the knowledge of materials, methods, equipment, and tools used in highways maintenance of pavement delineation, provisions of the current California Vehicle Code as it pertains to the loading and operation of motor vehicles, and rules and regulations pertaining to highway maintenance practices. Must have the ability to work safely and effectively alone and/or with others. Must be able to analyze various work situations effectively and make sound decisions.

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

Must maintain good relationships with the public, other Caltrans employees, employees/representatives of other government agencies, and the public. May have daily contact with other public agencies and private individuals in the course of the assignment. Contact may be with hostile public and the incumbent is expected to maintain a favorable public image for the Department and the State. Must interact positively with employees and individuals from many different cultural backgrounds.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have physical ability to react quickly to errant motorists in the field.

Activities are labor intensive and include but are not limited to the following:

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:

Stencil installation: standing, walking, stooping, reaching, bending, lifting, 60%

Sitting, driving, loading materials, and moving vehicles, 40%

Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools, 40%; 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%

Chip sealing: Standing, operating truck, loader, spreader, 80% to 90%

Paving: Operating trucks, loaders, 15%; Standing and walking, raking and shoveling, 45%

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

Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting, 95%

Lifting (floor to bench to floor) – Items lifted may be any of the following but are not limited to gear bags, small hand tools, lights, sprays guns, tool boxes, spray lines, tarps, wire and synthetic ropes, boxes of fittings, buckets of paint

Transport and/or carry – Bagged/boxed material which may weigh 50 to 100 pounds must be transported and/or carried from storage to vehicles and from vehicles to job sites which may be on uneven terrain. Tools, supplies, and equipment are transported and/or carried from a few feet to 30 yards and weigh from a few ounces to 200 pounds. Items may include but are not limited to hoses, signs, standards, flags, cones, barricades, 5 gallon paint buckets, pressure washers, paint spray pumps,

ADA Notice

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sand bags, containment tarps, etc. This is done approximately 5 % of the shift.

Overhead reaching – Overhead work includes but is not limited to pulling self up into many types of equipment, scraping, brushing and rolling, spraying, holding up signs, spray shields, setting up signs, and loading material into/onto equipment. This activity makes up 80% of the shift.

Other Reaching – Includes but is not limited to setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, setting work signs, picking up cones; often done on a continuous basis.

Pushing/Pulling – Includes but is not limited to shoveling, hooking up trailers, pulling on hoses, working on cranks on equipment stands, tightening and loosening nuts and bolts, scraping, hand cleaning, pressure washing, spray painting, and opening buckets.

Twisting - Done while driving equipment and 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 pounds, climbing in and out of trucks and forklifts, setting and picking up painting equipment.

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 supplies), onto steps and walkways to do engine checks on equipment, in and out of trucks/painting equipment/bed and cab of trucks, up and down banks/slopes, ladders, stairways, steps, and walkways.

Bending/Crouching/Squatting/Crawling – This is done 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; also done around and underneath equipment while checking and servicing equipment.

Simple Grasping – This activity is necessary about 80% of the shift while climbing in/out and around equipment, operating equipment, using hand tools and handling materials, mixing paint, cleaning guns and hand cleaning.

Fine Manipulation – This occurs less than 10% of the shift and usually while writing reports or manipulating the knobs and levers on the equipment, brushing, rolling, and rebuilding guns.

Importance of hearing and sight – both are essential on the job to hear directions and equipment and must have sufficient vision to perform tasks safely.

Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety as per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual (i.e., look out alarm devices, including vehicle horns used to warn employees of imminent danger at the work site).

WORK ENVIRONMENT

Work in a wide range of sometimes extreme conditions including heat up to 100 degrees, cold to 32 degrees, strong winds, rain, sleet, and/or snow.

Normal work shift is 5/40 Monday through Friday, 0700 to 1530. The scheduling of the 5/40 days is at the discretion of the Region Management. Employee may be scheduled to work weekends as needed to meet operational needs with proper advance notice. May 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.

B. Either long or short-sleeved shirts provided by Caltrans or a safety vest is to 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 needed and/or 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.

EMPLOYEE (Print)

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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