

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Hwy Maintenance Leadwkr	OFFICE/BRANCH/SECTION 07/MAINTENANCE/SPECIALCREWS/MISSION HILLS SIGN C	
WORKING TITLE CT Hwy Maintenance Leadwkr	POSITION NUMBER 907-740-6285-918	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 incumbent performs lead worker duties and operates light vehicles and equipment used by assigned unit requiring an unrestricted class B commercial driver's license with tank vehicle (N) endorsement. Incumbent may work for other supervisors and/or crews as workload dictates. Will conduct training for other members of the crew. Works with and assists in supervising the work of a crew engaged in sign maintenance on highways and highway structures. Incumbent may be responsible for special assignments such as installing and maintaining traffic signs of such size and complexity as to require special mobile equipment. May operate specialty equipment when appropriately qualified and properly licensed.

Duties include, but are not limited to:

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, Employee Excellence - Innovation, Stewardship)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration, 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. (Employee Excellence - Integrity)
- 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. (Employee Excellence - Innovation)
- 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. (Safety, Employee Excellence - Collaboration, Innovation, Pride)
- 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, Employee Excellence - Collaboration, Innovation)
- Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Safety, Employee Excellence - Pride, Stewardship)

TYPICAL DUTIES:

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

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50%	E	On large projects, works with and directs crew members usually performing physical labor, including but not limited to handwork such as erecting signs and painting out graffiti on sign and bridge structures. Marks locations for USA dig alert for excavations needed to install new signs. Performs other unskilled laboring tasks by using such tools as shovel, wrench, handsaw, breaker bar, and tamping bar. Operates power tools such as electric drills, paint sprayers, demolition hammer, and electric generators. Works at various heights above the travelway in the course of maintaining signs and sign structures.
20%	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 two-way radio.
15%	E	Operates light vehicles and equipment used by the assigned unit requiring class B license. Makes minor adjustments and emergency repairs to equipment and services and maintains equipment (lube service points; change tires, light bulbs, fuses, filters, and window wipers; steam cleans equipment, and operates personnel hoist).
10%	E	Completes records/reports such as crew daily work records, accident reports, lube records, mileage reports; assists with inventory records; and inputs daily crew work records into the computer.
5%	M	Reads and interprets sign orders and job requests.

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

No direct supervision. Incumbent maybe placed in charge of a work crew as the responsible person in charge per Chapter VIII and Maintenance Manual Vol. 1 over other Caltrans employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in sign 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 sign maintenance practices. Must have 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 have knowledge of minor equipment repair and maintenance and knowledge of the Departments Injury and Illness Prevention Program.

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 bridges, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property and/or delay in project delivery.

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. Must have physical ability to react quickly to errant motorists and do strenuous hand and mechanical labor. 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 and light vehicles 15% of the time on a year-round basis. The remainder of the activity is labor intensive and includes but is not limited to the following:
Standing, Sitting, and Walking equals 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:
Typical sign repair/installation: Standing and walking using hand tools, 55%; sitting and driving, 45%.
Lifting/Carrying – Signs and material which may weigh from a few ounces up to 100 pounds must be moved from storage areas to vehicles and from vehicles to job sites which may be on uneven terrain. Tools are moved a few feet to 100 yards and weigh a few ounces to 50 pounds each. Tools carried include shovels, post hole diggers, breaker bars, tamping bars, ladders, signs, standards, cones, barricades, etc. and may be moved over uneven terrain. This is a hands-on crew with approximately 80% of

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the work being continuous lifting, twisting, and bending.

Overhead reaching – Overhead work includes but is not limited to pulling oneself up into many types of equipment, holding signs, servicing equipment on the lube hoist, signaling other workers, chipping concrete, installing wood or steel forms, and loading material into/on equipment, 25%.

Other Reaching – Includes but is not limited to setting cones, lubing and checking equipment, shoveling, driving, using digging bar, shifting, setting work signs, and picking up cones and is often done on a continuous basis, 20%.

Pushing/Pulling – Includes but is not limited to installing sign posts, shoveling, opening garage doors, hooking up trailers, pulling on hoses, working cranks on equipment stands, tightening and loosening nuts on bolts, installing and removing tires, 25%.

Twisting - This is done while driving equipment and may be on a continuous basis especially while backing up or turning around while operating a lane closure truck. Other twisting is done while shoveling and setting down and picking up traffic cones which weigh 10 pounds, 20%.

Climbing/Balancing – Climbing is done in/out and on/off 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, transitioning from bucket of a personal hoist onto the catwalk of an overhead sign structure, 25%.

Bending/Crouching/Squatting/Crawling – Often done continuously throughout the day while operating equipment and performing physical labor. These activities are necessary when picking up and laying down tools and material. Crawling around and under equipment while checking and servicing equipment is also necessary, 25%.

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 the shift and usually while writing reports or manipulating the knobs and levers on the equipment. This could occur for a higher percentage of time when operating saws or similar equipment, 2%.

Importance of hearing and sight – Both are essential on the job to hear directions and equipment and to see in order to perform duties safely.

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

WORK ENVIRONMENT

Will work in a wide range of sometimes extreme conditions including heat up to 120 degrees, cold to –15 degrees, strong winds, rain, sleet, and/or snow.

This is a Monday through Friday crew. Normal work hours are from 0700 to 1530 hours. May work night shift as needed to meet operational needs and with proper advance notice per Bargaining Unit 12's Memorandum of Understanding. May work scheduled and/or emergency overtime due to callback, special work projects, or to meet operational needs. Overtime will be assigned per Bargaining Unit 12's 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.

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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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