

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Hwy Maintenance Leadwkr	OFFICE/BRANCH/SECTION DISTRICT 07/MAINTENANCE/EAST	
WORKING TITLE Caltrans Highway Maintenance Leadworker	POSITION NUMBER 907-640-6285-XXX	REVISION DATE 06/22/2026

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 requiring a valid Class B California Commercial Driver's License, with a tank vehicle endorsement and equipment used by assigned unit. Works individually or with a crew performing tasks related to landscape maintenance work. Picks up roadside litter, dead animals, and hauls garbage. Maintains functional and landscape plantings; weed and insect control; soil sterilization; mixing and applying chemicals; and mulching which includes loading, tarping, hauling, dumping, spreading manually or with tractor equipment. Performs general laboring tasks associated with the maintenance of the State Highway system by using such tools as a pick, shovel, broom, pitchfork and hoe. The incumbent may be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays, and weekends. May be required to work temporary and/or intermittent varied work shifts and will be required to respond to emergency situations and calls. May be loaned to other cost centers. This position is represented under collective bargaining.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Employee Excellence - Innovation, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Innovation, Integrity, People First)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety, Prosperity, Employee Excellence - Innovation, Integrity, People First, 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, Prosperity, Employee Excellence - Equity, Innovation, People First, Pride, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety - Equity, Innovation, People First, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Employee Excellence - Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Safety, Equity, Employee Excellence - Collaboration, Integrity, Pride)
- **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 - Equity, Innovation, People First, Stewardship)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety, Employee Excellence - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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50%	E	Assists and coordinates with the Supervisor to conduct tailgate safety meetings. Ensures the employee and work zone procedures are followed as outlined in the Caltrans Injury and Illness Prevention Program, Chapter 8 of the Maintenance Manual. Assists the Caltrans Maintenance Supervisor in scheduling and planning work assignments. Leads crew in performance of maintenance activities as outlined in the Maintenance Manual Vol 1. Leads crew in the performance of physical labor, including but not limited to handwork, like sweeping, shoveling, and raking asphalt; picking up roadside litter, dead animals, and hauling garbage; loading, tarping, hauling, and dumping mulch, which may be spread manually or with tractor equipment. Operates and trains employees in the maintenance and use of power equipment and various types of tools in the performance of the removal of brush and undergrowth from highway right of ways by use of ax, pruning shears, handsaw or chain saw, weed-eaters, blowers and bush chipper. Will also lead crew in the performance of crack sealing; applying emulsion; resurfacing and patching roads; repairing slabs; installing storm water protection measures; the repair of fence and guardrail; repairing and cleaning ditches, culverts, and other drainage structures; cleaning, replacing or making minor repairs to signs and roadside markers. Transports a variety of objects less than or equal to 60 pounds (lbs.). Recognizes roadway deficiencies or public safety concerns and takes appropriate corrective action. May use products that could be hazardous or dangerous if not handled properly.
40%	E	When not conducting the specified duties, may perform any of the duties outlined under Caltrans Landscape Maintenance Leadworker and/or other related work. Safely operates light vehicles and equipment used by the assigned unit requiring a Class B driver's license. Incumbent shall follow prescribed methods of operating equipment as instructed by Maintenance Equipment Training Academy 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). Uses and maintains proper traffic control devices when closing on and off ramps, and traffic lanes; setting up signs, cones, barricades, message boards as is required per chapter 8. Operate 2-way radios.
10%	M	Assists in accurately maintaining IMMS (Integrated Maintenance Management System), time keeping, progress of work, labor, equipment and materials used. Prepares reports and other paperwork as necessary, such as crew daily work records, accident reports, lube records, mileage reports. Will assist in keeping inventory records.

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

Leads the maintenance crew; Special Program Workers, such as California Conservation Corp (CCC); probationers, etc. in the performance of maintenance activities as outlined in the Maintenance Manual Vol. 1. 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. May assume the duties of the supervisor in his/her absence in a limited duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of materials, methods, equipment, and tools used in highway maintenance and construction under the provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles. Knowledge of 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. Knowledge of basic safe work practices to protect the safety and health of themselves and 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. Knowledge of the operation and care of automotive equipment including light trucks, vans and automobiles; gas and diesel power tools such as brush chippers, pesticide spray rigs, tractor movers, chainsaws, weed eaters, hedge trimmers and mowers; hand tools such as hoe, shovel, broom, rake, pitchfork, wrenches, screwdrivers, etc.

Ability to communicate and follow oral and written instructions at a level required for successful job performance; operate and communicate clearly over a two-way radio system; do manual labor; keep records. Must be able to recognize and respond appropriately to emergency situations. Ability to work safe and effectively, independently or with others. Must be able to analyze various work situations effectively and make sound decisions. This position is a drug sensitive class. The incumbent will be required to pass a pre-employment drug test and is subject to reasonable suspicion testing during appointment.

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

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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.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor. Both hearing and sight are essential on the job because the operator must hear directions and equipment and must be able see in order to perform their duty 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 employees of eminent danger at the work site as per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual. Items lifted may be, but not limited to, any of the following: tire chains for vehicles which may weigh as much as 75 pounds (lbs.) per chain; a post driver, which weighs approximately 60 lbs.; assist with the loading and unloading of a tire in a rim, which can weigh over 75 lbs.; shoveling dirt or vegetation removal, each shovel full weighs approximately 15 lbs., and 1,000 to 1,500 lbs. of dirt or cut vegetation per day. Incumbent should ask for assistance when moving items over 50 pounds. Will transport and/or carry bagged/boxed material, which may weigh 50 to 100 lbs., 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, rakes, hoses, signs, standards, flags, cones, guide posts, power tools, etc. and may be carried on uneven terrain. Overhead work includes, but not limited to, pulling yourself up into many types of equipment, pruning, holding up signs, servicing equipment, signaling other workers, throwing/loading material in equipment, setting cones, lubing and checking equipment, raking, shoveling, driving, shifting, holding signs, and picking up cones. Pushing and pulling includes, but not limited to, shoveling, opening doors, hooking up trailers, installing plows, sanders, and kettles, pulling on hoses, working cranks on equipment stands, tightening and loosening nuts, installing and removing tires and chains, pulling down on post drivers, pulling brush and limbs and animal carcasses. May twist while driving equipment and does so on a continuous basis. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones, and applying chemicals. Climbing and balancing is done while climbing in and out of equipment, up and down banks and slopes, on ladders, in stairways (often with a load of material or supplies), and while do engine checks on equipment. Bending/Crouching/Squatting/Crawling 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. The employee also crawls around and underneath equipment while checking and servicing equipment and tightening or replacing equipment parts. Simple grasping is necessary climbing in, out and around equipment, while operating equipment, while using hand tools and handling materials. Fine manipulation occurs while writing reports or manipulating the knobs and levers on equipment and while using power saws or similar equipment.

Must have the ability to develop and maintain cooperative working relationships. Respond appropriately to difficult situations; recognize emotionally charged issues or problems and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Employee must have physical ability to react quickly to errant motorist and will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations, and adopt an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members, supervisors and independently to identify innovations that will increase productivity, reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by their unit and provide high quality service to both internal and external customers.

This position is a drug sensitive class. The incumbent will be required to pass a pre-employment drug test and is subject to reasonable suspicion testing during appointment.

WORK ENVIRONMENT

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

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, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls.

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.
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- 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.

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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