

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Hwy Maintenance Leadwkr	District 12 / Maintenance / Field Maintenance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Highway Maintenance Leadworker	912-XXX-6285-XXX	03/12/2026

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

GENERAL STATEMENT:

Under the direction of a Caltrans Maintenance Supervisor, the Caltrans Highway Maintenance Leadworker works with and assists in supervising the work of a crew engaged in maintenance on highways and highway structures, inspects, maintains and repairs various maintenance and landscape equipment; gives on the job training in a wide variety of maintenance functions; performs general laboring tasks associated with the maintenance of the State Highway System; and provides safety of the crew and traveling public. 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 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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride)
- 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)
- 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, 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)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Under the general direction of the Caltrans Maintenance Supervisor, performs typical work by the crew. Assists supervisor in planning, scheduling such duties as asphalt concrete road patching, cleaning, and repairing drainage facilities, lane closures and other methods of traffic control. Works with and assists in supervising the work of a crew engaged in maintenance on highways and highway structures. Maintains records of material use, employee work, time and job costs.
35%	E	When not operating specific equipment, may perform any of the duties outlined under Caltrans Equipment Operator II, Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker, Caltrans Landscape Maintenance Worker and other related work. Will only operate Class A equipment if receiving differential pay for class A license. Operates manual/power hand tools, performs manual labor tasks and may be required to move or lift objects less than or equal to 60 lbs. Expected to move debris from highway and assist in cleaning up highway spills.
15%	E	Prepares accident reports. Keeps track of inventories. Prepares daily time sheets and other paperwork as necessary. Provides training on equipment. Will be required to work in inclement weather conditions, alternate work schedule and be willing to respond to emergency calls after hours.
10%	M	Uses and maintains proper traffic control devices and assists with closing of on ramps, off ramps, and freeway traffic lanes. Operates "pilot-car", flagging duties and other traffic control procedures; operates two-way radios.

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

On occasion may give functional guidance to a crew consisting of Caltrans Highway Maintenance Workers, Caltrans Landscape Maintenance Workers, Caltrans Equipment Operator II, Caltrans Equipment Operator I and court referrals.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid class B driver's license with tanker (N) vehicle endorsement. Must be able to operate automatic and manual transmissions.

Knowledge:

Operation, care, repair, and maintenance of automotive, highway, light construction equipment and tools. Safe work practices to protect personal and public safety; relevant California Vehicle Code provisions; regulations and safety procedures for highway emergencies, fire suppression, and basic first aid. Safe handling, storage, and legal requirements for herbicides and pesticides; methods and materials for right-of-way spraying. Rules and practices for highway structures maintenance; principles of supervision, training, and development of procedures; safety regulations in Cal/OSHA Title 8 Construction and General Industry Safety orders and the Department's Injury and Illness Prevention Program (IIPP), including the leadworker's role. Knowledge of statewide maintenance functions and the Department of Transportation's mission, goals, organization, and procedures.

Abilities & Analytical:

Communicate clearly, follow directions, and perform manual labor; assist with maintenance of highways, structures, and landscaped areas; keep time, cost, and equipment records; interpret simple blueprints and sketches; direct others; operate and care for construction, maintenance, emergency, and landscape equipment; analyze situations and take effective action; maintain good public relations; operate radio equipment; read MSDS and spray recommendations; and the ability to adjust work methods to solve problems in daily operations and emergency conditions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Need to exercise judgment in determining job needs including (but not limited to) safety and in meeting emergency field situations. Poor decisions could result in the failure to properly service, maintain and/or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the operator and or crew members and/or traveling public.

PUBLIC AND INTERNAL CONTACTS

Will have occasional contact with the traveling public, contact with State Highway Patrol and other law enforcement agencies, and internal contact with crew members and supervisors, occasional contact with vendors in purchasing supplies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The incumbent will be required to do heavy manual labor including moving/placing heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/ unstable ground; working in confined spaces; and standing or sitting for prolonged periods. May be required to sit in/on and drive or operate maintenance and landscape vehicles. The incumbent will be required to wear earplugs for loud noises, wear

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respirators and appropriate safety gear at all times. The incumbent will be required to cleanup in the event of vehicle accidents, hazardous spills or general trash and debris. The incumbent must be able to hear and see, with or without the corrective assistance, at a satisfactory level to ensure the safety of the employee and others. This position is a drug sensitive class. The incumbent will be required to pass a pre-employment drug test and subject to reasonable suspicion testing during appointment. Incumbent will be required to take random drug tests throughout appointment.

Mental and Emotional: 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. Will be required to deal tactfully and courteously with the public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of the 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 and supervisors 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.

WORK ENVIRONMENT

The employee will be based at a Maintenance Station in a climate-controlled environment under artificial lights, but most of the duties and time will be spent outdoors operating equipment and/or performing manual labor. Weather conditions vary from cold, windy, and wet winter climate to a very hot and dry summer climate. May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep uneven and for unstable terrain, fast moving traffic, and/or extreme temperatures. May be required to sit or stand for long periods of time. May be exposed/put in stressful situations. Will be required to wear long pants and appropriate footwear in good condition, and must wear provided Personal Protective Safety Equipment including but not limited to: shirt and/or vest, hard hat, safety glasses, gloves, face shield, respirator, ear plugs, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively throughout the assigned area and may be required to travel and work in other areas in the District. Employees will be required to work nights, weekends, holidays, alternate work schedules/irregular shifts and required to respond to emergency situations and calls.

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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