

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Hwy Maintenance Leadwkr	D9/Maintenance/Special Crews	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Highway Maintenance Leadworker	909-620-6285-009	06/30/2026

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 specialized types of equipment. This crew is responsible to perform striping, pavement marking, layout, sign repair and installation throughout District 09. These activities include inspections, inventory update, instillation, removal, cleaning and maintaining most types of traffic delineation and guidance.

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. (Employee Excellence - Integrity, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity - Collaboration, 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 - Collaboration, Pride)
- Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety - Collaboration, Equity, Pride)
- 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 - Collaboration, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Employee Excellence - Collaboration, Integrity)
- Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Safety, Equity - Integrity)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Collaboration, Integrity)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Equity - Collaboration, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Operate a variety of specialized trucks and equipment including but not limited to 3/4 ton trucks, tankers, 5th wheel tractors, trailers, dozers, forklifts, loaders, plows trucks, graders, ten wheel trucks, cone trucks and arrow boards. Also makes minor adjustments and emergency repairs to equipment when trained to do so.

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45%	E	Perform various tasks associated with the maintenance of state highways. Maintains, calibrates, makes adjustments and cleans specialized paint equipment. Helps with scheduling of work, maintenance support and MAZEPP (Maintenance Zone Enhanced Enforcement Program). Monitor and order inventory, help with the equipment and preventative maintenance program. Will be expected to help with maintenance, traffic control, including flagging and other related duties. This position will require out of town travel and snow removal duty.
10%	M	Performs heavy physical labor associated with most all traffic delineation and traffic guidance maintenance on the California State Highway Infrastructure. Specialized and common motorized equipment including hand tools will be used.

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

This is a non-supervisory leadworker position. Will act on behalf of the supervisor in his/her absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Methods, materials and equipment used in pavement delineation. Principles of effective supervision, ability to analyze, evaluate and schedule work as conditions develop. Interpret blueprints and sketches. Operation, and care of trucks and specialized construction equipment. Must understand the mechanics of trucks and specialized equipment used in delineation. Follow oral and written instructions, keep accurate records, input and retrieve information from computers. Work in close cooperation with crew members, the public and outside agencies. Working knowledge of the IMMS (Integrated Maintenance Management System) program. Knowledge on scheduling of MAZEPP (Maintenance Zone Enhanced Enforcement Program). May perform other duties such as, but not limited to, paving operations and crack sealing. Must have working knowledge of safety practices, maintenance of highways, and structures. The ability to work safely around high-density, high-speed traffic during inclement weather.

Communicate and follow directions at a level required for successful job performance; do heavy manual labor; and keep records; interpret simple blueprints and sketches; direct the work of others; keep time records and simple cost records of materials, equipment, and expenses; operate and care for construction, maintenance, emergency service, and landscape equipment; analyze situations accurately and take effective action; exercise sound public relations techniques; and operate radio communication equipment.

SPECIAL QUALIFICATIONS:

Must possess a valid Class B driver's license with N [Tank Vehicle] endorsement. Class A with N endorsement is desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may endanger co-workers the public and the environment. Error may also cause a waste of time and tax dollars through extra expense in the maintenance of highways, and/or damage to State equipment and facilities. Failure to make timely and proper decisions could endanger human lives and property, resulting in lawsuits or cause Caltrans to violate its storm water permits.

PUBLIC AND INTERNAL CONTACTS

Incumbent will be required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as outside agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public and employee is expected to maintain a favorable image for the State. At times may deal with the media.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to work rotating or irregular shifts, including weekends, nights, and overtime. The above duties may also require prolonged stooping, bending, lifting, sitting, climbing or standing. May be required to work in extreme warm or extreme cold weather, and during inclement weather. Percentages may vary depending on crew, geography, and season.

Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

Note: 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 specialized equipment and light vehicles 50% of the time on a year-around basis. The remainder of the activity is labor.

Standing, Sitting and Walking are 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:

A. Rainy day: worker is doing inventory and inspections sitting, walking, driving trucks 50% of the day. Standing and walking 25% of the day.

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B. Snowy day: Sitting and walking working on inventory, time, training, scheduling and Equipment preventative maintenance: Sitting operating large trucks, loaders, motor graders and snow blowers 55% of the day. Standing checking equipment, 10% of the day. Sitting and standing doing inventory 20% of the day.

C. Cleaning specialized equipment: Standing 10%. Bending 10%. Stooping 10%. Walking 10%. Sitting 10% of the day.

D. Loading and unloading equipment and tools: Sitting driving 20% of the day. Checking equipment walking 10% of the day.

E. Flagging/pilot car, moving lane closure, lane closure operations, driving, sitting, standing, twisting and turning 95% of the day. Moving (Floor to bench to Floor) – Items listed may be any of the following but not limited to, tire chains could weigh as much as 75 pounds per chain in the winter months these could be handled on a daily basis. Assist with the loading and unloading of a tire and rim, which could weigh over 75 pounds. Another example of lifting is shoveling asphalt or sand, each shovel full lifted weighs approximately 15 pounds and 1,000 to 1,500 pounds of sand or asphalt per day would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist. Installing marker post, at least two feet into the ground, requires lifting up and pulling down the 60 pound driver 10 to 150 strokes per post, worker could install up to 40 markers per day. Another type of lifting is light pickup loading of garbage bags with litter, which requires continuous bending and lifting. Moving Material – Incumbent may be required to move bagged/boxed material, which can weigh from 50 to 100 pounds. Material may be moved from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools carried include picks, hoes, shovels, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be carried on uneven terrain. Incumbent should ask for assistance when moving items over 50 pounds.

Overhead reaching – Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per day, pruning, holding up signs off a ladder, servicing equipment on a hoist, signaling other workers, and throwing/loading material in equipment.

Other Reaching – Setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs picking up cones often done on a continuous basis over 60% of the work shift.

Pushing/Pulling – Shoveling, opening garage doors, hooking up trailers, installing plows, sanders, kettles, pulling on hoses, working cranks on equipment stands, tightening and loosening nuts on bolts. Installing and removing tires and chains pull down on post drivers. Pulling brush and limbs, animal carcasses, and pulling tire chains.

Twisting - The Employees twist while driving equipment and do so on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting is done while working with small equipment, shoveling, raking and setting down and picking up traffic cones which weigh approximately 10 pounds each.

Climbing/Balancing – Climbing is done in and out of equipment, up and down banks, ladders, stairways, (often with a load of material or supplies) onto steps and walkways to do engine checks on equipment. One example would be to climb on a heavy equipment trailer to secure the load with chain binders.

Bending/Crouching/Squatting/Crawling – Employees often bends 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 Operator also crawls around and underneath equipment while checking and servicing equipment, putting on or removing snow chains and tightening or replacing grader blades.

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 a day and usually while writing reports or manipulating the knobs and levers on the equipment. A higher percentage of the time would be operating a chain saw or similar equipment.

Importance of hearing and sight – both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate 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. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving.

WORK ENVIRONMENT

Incumbent will be required to work in a wide range of sometimes-extreme conditions, such as winter storm conditions in the mountains as well as very hot and humid desert conditions following summer thunderstorms. This includes heat up to 120 degrees and cold temperatures to -15 degrees. This position may require working in confined space training.

Work schedule is anticipated to be four ten-hour days each week with Fridays off. Please note that the schedule may change at the discretion of the District Management and/or Supervisor. Incumbent may be scheduled to work the night shift during the months of November, December, January, February, March and April or as scheduled by the Maintenance Supervisor. May 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.

This crew is designated as a travel crew and works out of town on a per diem basis up to 80% of the year.

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.
- C. Long pants.
- D. Safety gear including; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other

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safety gear provided by Caltrans must be worn when required.

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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE