

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Hwy Maintenance Wkr	OFFICE/BRANCH/SECTION 04/Maintenance/Toll Bridge Region	
WORKING TITLE Caltrans Highway Maintenance Worker	POSITION NUMBER 904-670-6287-xxx	REVISION DATE 06/23/2026

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the supervision of a Caltrans Bridge Maintenance Supervisor, the incumbent responds to urgent bridge repair and highway incidents during normal working hours, at nights and weekends during all weather conditions. The incumbent performs various types of highway maintenance functions such as, but not limited to; heavy manual labor, concrete repair, mowing, pruning and other duties as required.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence - Engagement)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Engagement)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **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 First - Engagement, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation)
- **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. (Cultivate Excellence - Engagement)
- **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. (Advance Equity and Livability in all Communities - Engagement, Equity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Enhance and Connect the Multimodal Transportation Network - Equity, Innovation)
- **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 First - Engagement, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Maintains the vessels deck, interior, and equipment. This includes cleaning and making minor repairs to the vessel, as well as monitoring and maintaining safety equipment. Assists with the vessels operations, such as docking and undocking, and operating the vessels systems. Responsible for rigging gangways, securing cargo, and towing gear.

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30%	E	Builds and erects concrete forms and mixes and places concrete, assists in the placing of concrete. Performs bridge maintenance functions such as cleaning, repairing and general maintenance of bridge piers, decks, roadways, structural steel and concrete. Cleans and maintains drainage systems, piers, and various bridge components. Work involves heavy manual labor in and around the water and the use of various hand and power tools. Sets up and removes lane closures, retrieving traffic cones, signs and barrier; performs landscape work and works with the crew to make repairs to crash attenuators. Takes part in homeless camp cleanup and recognize hazards.
20%	E	Operates pickups, vans, light trucks and other bridge maintenance or construction equipment requiring a Class "C" driver's license. Operates a small work boat on the Bay. Tows and backing light to medium duty trailers. Makes minor repairs and maintains equipment.
5%	E	Attends training, keeps minor records, and keeps equipment/tools clean and organized. Participates in facility housekeeping including daily sweeping, mopping, emptying trash and landscaping duties around the maintenance facility. Participates in training drills, such as fire drills and man overboard drills.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of safety practices and traffic regulations, operations, and care of equipment in bridge maintenance, including marine equipment. Must have knowledge of traffic control for moving operation and lane closures. The incumbent is required to work after hours, weekends and holidays and may be subject to call-outs. Must be able to respond to emergency situations and use sound judgment. Must be willing to attend maritime training in a formal classroom environment. MERB I, II, & III qualifications are required within 12 months of appointment. Must possess the ability to work above ground and from scaffolds, make use of ladders and access bridge structures more than 500 feet above the water. Must be able to identify and report unsafe conditions and take action to correct them. Must be able to access pier caps using stationary and mobile ladders. Must be able to communicate clearly over a VHF radio and provide detailed information in an emergency. Knowledgeable of all applicable rules and regulations. Employee must be comfortable working around water from Caltrans work boats and pier caps. Class "C" Driver License is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incorrect decisions or errors in judgment could result in improper work practices that may endanger the safety of both Caltrans employee and the public. Many of the issues are often of and extremely sensitive and confidential nature, which have an impact on all District Maintenance employees. A serious error could result in an employee grievance. Possible violation of health and safety standards not meeting maintenance program objects or extensive legal/monetary liability.

PUBLIC AND INTERNAL CONTACTS

Employees must be capable of maintaining good internal relationships with fellow employees and be able to answer questions from the traveling public, however no routine public contacts are assigned.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the physical ability and manual dexterity to bend, stoop, kneel and stand for prolonged periods of time. Physical agility and strength necessary to work safely at heights of 500 feet above the ground or water, and the physical fitness to withstand working continuously under adverse (cold, wet and windy) weather conditions. The mental and physical ability to work around loud and moving equipment, able to analyze various situations accurately and develop sound alternatives when necessary. Ability to maintain good relations is critical. Physical ability and willingness to use respirator equipment. Willingness and ability to improve knowledge and efficiency by completing related courses as required.

WORK ENVIRONMENT

Extreme weather condition (hot and cold)

High wind conditions

Work around fast moving equipment

Work around fast moving traffic

ADA Notice

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- Work inside bridge structures
- Work in confined spaces
- Work around paint and solvents
- Work around lead based paint
- Work on and from a work boat out on the bay
- Work around biohazard waste
- Loud noise
- Work around fast moving cold water

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.)

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