

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE CT Hwy Maintenance Wkr	OFFICE/BRANCH/SECTION DISTRICT 01/MAINTENANCE/FIELD OPERATIONS	
WORKING TITLE CALTRANS HIGHWAY MAINTENANCE WORKER	POSITION NUMBER 901-643-6287-918	REVISION DATE 12/31/2024

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

GENERAL STATEMENT:

Under the general direction of a Caltrans Maintenance Supervisor (CMS) or designee, employee operates light vehicles and equipment requiring a Class C drivers license used by the assigned unit. Works individually or with a crew performing tasks related to highway maintenance work. Must possess a valid drivers license.

Duties include but are not limited to:

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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First - Engagement)
- Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement)
- 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Integrity)
- 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 First, Cultivate Excellence - Engagement, Integrity)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement)
- 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 First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety First, Cultivate Excellence - Engagement, Integrity)
- 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement, Innovation)
- Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Performs various physical laboring tasks, including but not limited to hand work like sweeping, shoveling, raking asphalt, litter removal, dead animals, hauls garbage and other unskilled laboring tasks. Removes brush and undergrowth from highway right of ways by use of axes, pruning shears, hand saws, chain saws, weed eaters, shovel, hoe and brush chipper. Seals, resurfaces, oils and patches roads as well as other duties pertaining to highway maintenance work. Performs facility cleaning and minor maintenance.

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40%	E	Works on traffic control, sets and picks up lane closures, traffic cones, flares and advanced warning signs, acts as a flag person, operates pilot car, back up truck and lane closure truck.
10%	E	Equipment Care/Record Keeping: cleans, makes minor repairs and services equipment. Keeps records of time reporting, equipment pre-op/post-op, material use and other pertinent records.
5%	E	May travel out of town on per diem for training, meetings and other job related duties
5%	M	If properly licensed and equipment qualified, employee may operate Category 2 equipment during times of emergency or unexpected/unplanned work load increases.

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

If properly licensed and equipment qualified, employee may operate Category 2 equipment during times of emergency or unexpected/unplanned work load increases.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment and tools used in highway maintenance and construction, provisions of the California Vehicle Code as it pertains to loading and operations of motor vehicles and regulations pertaining to highway maintenance practices.
Possession of a valid Class C Drivers License.
Ability to work safely around high density traffic.
Ability to work effectively alone or with others.
Must be able to evaluate various situations accurately and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in tort liability for the State and/or loss or damage to State property, could also place this individual, fellow workers and/or the public in an unsafe situation. Poor decisions could reduce efficiency or increase the cost of maintenance operations.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members the public and employees from the same or other Departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the coarse of assignment. Contact may be with hostile public, employee is expected to maintain a favorable public image for the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Employee must have the physical ability to do strenuous had and mechanical labor. Importance of hearing and site are essential on the job. Employees must be able to hear directions and equipment and see in order to perform his/her duties 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 to standards of the State of California Department of Motor Vehicles standard for safe vehicle driving. Night vision must be good for safety when working after dark. Must have the ability to safely react to changing situations for his/her own safety and the safety of others.
Employee must be able to react to emergency situations in a reasonable manor. Assist with accidents and incidents in a mnor that does not promote added stress at the scene. Must be able to relay information that is clear and concise.

WORK ENVIRONMENT

Required to work in wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to 20 degrees. Exposure to strong winds, rain, sleet and snow while performing assignments.
Will be required to work overtime due to storms, emergencies, special work projects or when Supervision deems that it is in the best interest of the State.
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 to be worn over non-safety shirts or coats.
C. Long pants. No shorts or cutoffs.
D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps or other safety gear must be worn when required by the Department.
Employee must be able to react to emergency situations in a reasonable manor. Assist with accidents and incidents in a manor that does not promote added stress at the scene. Must be able to relay information that is clear and concise.

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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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