

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Hwy Maintenance Wkr	OFFICE/BRANCH/SECTION DISTRICT 07/MAINTENANCE/SPECIAL CREWS/COMPLETE	
WORKING TITLE Highway Maintenance Worker - Complete Streets	POSITION NUMBER 907-740-6287-XXX	REVISION DATE

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

GENERAL STATEMENT:

Under the supervision of a Caltrans Maintenance Complete Streets Supervisor, the Caltrans Highway Maintenance Worker will perform various labor-intensive work duties for Complete Streets facilities which may include but is not limited to Sidewalks, crosswalks, and bikeways, and performs duties pertaining to highway maintenance, emergency service, landscape, construction, and do related work as noted below. The incumbent will operate specified vehicles identified as Levels of Equipment for Caltrans Landscape and/or Highway Maintenance Worker including light trucks, automobiles, highway maintenance, emergency service, construction, or landscape equipment. The incumbent must maintain knowledge of all current mandated and applicable safety training and standards, policies, practices, directives, and expectations, and complies with all departmental training and safe work practice requirements. The incumbent may also be assigned to perform operational duties outside their geographical areas and may travel to remote locations and stay overnight as operational needs dictate. The incumbent may be called upon to provide training on equipment to other employees.

Possession of a valid Class C driver's license is required.

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, Employee Excellence - Innovation, Stewardship)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Collaboration, People First, Stewardship)
- **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 - Integrity, Pride)
- **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, Employee Excellence - Collaboration, Innovation, People First)
- **Fostering Diversity**: Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity, Employee Excellence - Collaboration, People First)
- **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. (Employee Excellence - 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, Employee Excellence - Collaboration, Innovation, 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. (Safety, Equity, Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Employee Excellence - Integrity, Pride)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	The Highway Maintenance Worker will perform labor associated with maintenance repair of Complete Streets facilities that include sidewalks, crosswalks, and bike ways. This includes but is not limited to cleaning Complete Streets Facilities, concrete and asphalt repairs, crack sealing, landscape trimming, stencil work, pavement striping, and street and sidewalk sweeping. The incumbent will operate manual and power hand tools, move a variety of heavy objects, perform litter and dead animal removal and disposal, brush and small tree removal and disposal, and may be required to use products that could be hazardous or dangerous. The incumbent may assist in emergency operations, and may be called upon to provide training on equipment to other employees.
25%	E	The incumbent will assist with traffic control duties performing maintenance tasks that are required for Complete Streets facilities such as setting up and execution of lane closures on two-lane and multi-lane highways, flagging operations, moving closures, and manned chain control. The incumbent will be required to properly set up signs, cones, barricades, message boards, and operate 2-way radios.
25%	E	The incumbent may participate in data collection of Complete Streets Inventory verification and condition assessment through the Complete Streets application. The incumbent will receive training on equipment, material, and maintenance activities that is essential to maintenance functions and related work to Complete Streets Facilities. The incumbent will attend and participate in all required safety meetings and job-related training programs.
10%	M	Required to keep/report crew reporting forms, pre/post operational requirements, fuel and oil recap sheets and other miscellaneous reports.

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

Normally this position does not supervise; however, the incumbent may be placed in charge or called upon to act as lead person for a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge pertaining to the operation and care of automotive equipment including light trucks, highway or landscape Knowledge pertaining to the operation and care of automotive equipment including light trucks, highway or landscape maintenance and construction equipment, servicing, minor adjustment, and emergency repair of such equipment. Must be familiar with the provisions of the California Vehicle Code that apply to the operation of vehicles. The Highway Maintenance Worker must have some knowledge of minor construction, maintenance, and repair work. Must have the ability to read, write, and follow oral and written directions in English at a level required for successful job performance. Must be able to do heavy manual labor, keep simple records, and assist in work relating to the maintenance of highways, structure and landscaped areas. Must have a working knowledge of caltrans field maintenance practices and procedures, the Integrated Maintenance Management System, equipment used in highway maintenance work, and current maintenance policy and procedures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly operate, service, or maintain equipment and cause excessive repair costs, loss of equipment, and negatively impact work production. Negligence could also cause physical harm to the general public, operator and/or crew members. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS

Must maintain good relationships with the public, other Caltrans employees, employees/representatives of other government agencies, and the public. May have daily contact with other public agencies and private individuals in the course of the assignment. Contact may be with hostile public and the incumbent is expected to maintain a favorable public image for the Department and the State. Must interact positively with employees and individuals from many different cultural backgrounds.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Highway Complete Streets Maintenance Worker will be required to bend, stoop, climb, kneel, reach, push, pull, stand, sit and

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operate equipment for long periods of time. May be required to assist in the clean up of various types of accidents involving personal injury to others and/or hazardous spills. Must have the ability to lift and move heavy objects. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses. The Highway Complete Streets Maintenance Worker must be able to work alone and with others.

WORK ENVIRONMENT

The Highway Complete Streets Maintenance Worker may be exposed to and work in loud noise, dust, chemicals, extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. The Highway Complete Streets Maintenance Worker will be required to wear all personal protective equipment and follow all policies, and procedures. Will be required to work rotating or irregular shifts, including weekends, nights, holidays, overtime, and be able to respond to after-hour emergencies.

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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