

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE CT Hwy Maintenance Leadwkr	OFFICE/BRANCH/SECTION DISTRICT 01/MAINTENANCE/FIELD OPERATIONS	
WORKING TITLE CALTRANS MAINTENANCE LEADWORKER	POSITION NUMBER 901-688-6285-918	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 direction of a Caltrans Maintenance Supervisor (CMS) or designee, employee will assist the CMS in planning and directing the work of the crew engaged in maintenance or construction work on State Highways or highway property. Employee assumes the duties of the Supervisor for short durations in the Supervisors absence. Employee operates vehicles requiring a Class B commercial drivers license with a tank endorsement. Employee may also be assigned to preform duties usually assigned to the class of Landscape Maintenance Leadworker as part of their normal assignment. Incumbent may be required to change work shifts per their MOU B12 agreement , including nights, weekends and holidays.

Duties include but are not limited to:

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.

- Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First, Cultivate Excellence - Engagement)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- 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, 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)
- 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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

TYPICAL DUTIES:

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

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40%	E	Assist the CMS with planning and direction of work. Work with crew engaged in assigned tasks or work without the aid of a crew. Employee may be asked to do special assignments such as training, safety projects, surveys and other projects related to highway maintenance. Other tasks may include heavy manual labor, AC paving, shoulder grading, mowing, pruning, ditch cleaning, digouts, pavement patching, repairing or replacing guide markers, sign repair or installation, clean ditches/drains/culverts, traffic control, removal of animal carcasses, litter pick up, guardrail and fence repair, bridge repair, record and time keeping, as well as other duties required in highway maintenance. Assists CMS in ensuring that all policies and procedures are followed by the crew.
25%	E	Will operate Category 2 and 3 equipment and with proper licensing, will operate Category 1 equipment. Train others in the safe and efficient operations of Caltrans trucks, equipment and other necessary tools to complete the assigned tasks.
15%	E	Paperwork management, includes all filing, all types of reports for safety and other functions, computerized timekeeping in IMMS program and purchasing.
10%	E	Responds to emergencies on the highways for traffic control, facilities repair, storm patrol and cleanup, spill materials cleanup and other maintenance duties.
10%	M	In the absence of the CMS, assumes the duties of a CMS in planning, scheduling and the supervision of the highway maintenance crew.

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
Does not supervise others except in the absence of the CMS.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Employee must have the knowledge of operations and care of equipment and trucks. Must have the ability to communicate and follow directions at a level required for a successful job performance and must be able to keep records. During all of these duties, employee will put safety for him/herself, fellow employees, the public and the environment first.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Poor decisions could result in serious injury or death to you, other Caltrans employees or the public. Poor decisions could also result in tort liability, damage to equipment or highway facilities or result in loose of production and efficiency.

PUBLIC AND INTERNAL CONTACTS
Required to maintain good relations with members of the public, 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 hand and mechanical labor. Importance of hearing and sight; both are essential of the job because the employee must hear direction and equipment and must 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 the standards of the 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 him/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 manor that doesn't promote added stress at the scene. Must be able to relay information that is clear and concise.

WORK ENVIRONMENT
Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold down 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 it to be in the best interest of the State.
Personal safety requirements include:

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- A. Work boots in good sturdy condition must be worn to provide foot and ankle support protection.
- B. Either long or short sleeve shirts provided by Caltrans or a safety vest to be worn over non safety shirts or coats.
- C. Long pants. No cutoffs or shorts.
- D. Provided safety gear; hard hat, safety glasses, gloves, hearing protection devices, face shields, respirators, chaps or other safety gear must be used when required by the Department.

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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