

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Hwy Maintenance Wkr	04-Maintenance/ Toll Bridge Region	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Highway Maintenance Worker	904-670-6287-xxx	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 the CALTRANS BRIDGE MAINTENANCE SUPERVISOR, the incumbent performs various types of highway maintenance functions such as, but not limited to; heavy manual labor, AC paving, pothole, mowing, pruning and other duties as required. The incumbent preforms miscellaneous laboring work in connection with the maintenance of state bridges. Priorities are set and the incumbent is expected to coordinate the necessities to accomplish the function with a reasonable degree of independence. The incumbent is required to work on and from a boat servicing the Toll Bridge from the water. The incumbent will be required to work from heights greater than 500 feet.

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 - Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Cultivate Excellence - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Pride)
- **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. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Enhance and Connect the Multimodal Transportation Network - Engagement, 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, Equity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% 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 decks, roadways, structural steel and concrete. Cleans and maintains drainage systems, piers, and various bridge components. Performs duties involves heavy manual labor and the use of various hand and power tools. Takes part in homeless camp cleanup and recognize hazards.

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30%	E	Works traffic control including setting up and removing lane closures, retrieving traffic cones, signs and barrier; performs landscape work and works with the crew to make repairs to crash attenuators.
25%	E	Operates pickups, vans, light trucks and other bridge maintenance or construction equipment. Makes minor repairs and maintains equipment. Attends training, keeps minor records, and keeps equipment/tools clean. Will be required to participate in facility housekeeping including daily sweeping, mopping, emptying trash and landscaping duties around the maintenance facility.
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. Must have knowledge of traffic control for moving operation and lane closures. Must be able to respond to emergency situations and use sound judgment. Class "C" Driver License is required. Must be willing to work non-traditional work schedules to accommodate special events, emergencies or projects that effect the Region or Caltrans.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Incorrect decisions or error in judgment could result in improper work practices that may endanger the safety of both Caltrans employees and the public. Many of the issues are often of an extremely sensitive and confidential nature, which have an impact on all District Management employees. A serious error could result in an employee grievance, possible violation of health and safety standards, not meeting Maintenance program objectives, 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
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

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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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