

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Hwy Maintenance Wkr	OFFICE/BRANCH/SECTION District 11 / Maintenance / East Region	
WORKING TITLE CHMW	POSITION NUMBER 911-610-6287-	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 the Caltrans Maintenance Supervisor and lead direction by a Caltrans Highway Maintenance Leadworker, the Caltrans Highway Maintenance Worker (CHMW) performs miscellaneous laboring duties in conjunction with maintenance and repair of State highways, and works with the rest of a crew in the performance of these activities. A valid, unrestricted Class C driver's license is required to operate light vehicles and equipment while performing duties associated with maintaining the State highway system. The incumbent works individually or with a crew and may occasionally assist in providing guidance to less experienced crew members. Incumbent may be required to work overtime including weekends/holidays if needed, may be required to work temporarily and/or intermittent varied work shifts, and is expected to respond to emergency calls. May be loaned to another crew. Incumbents may also be assigned to perform nonequipment operation duties normally assigned to the class of Caltrans Landscape Maintenance Worker as part of their normal assignment. May be loaned to another crew and required to work overtime, rotating or irregular shifts including nights, weekends, and holidays. The position may require out-of-town travel, usually in week-long increments. This position is represented under collective bargaining.

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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Works with a crew performing highway maintenance and may assist in providing guidance to public service workers and contract labor crews involved in activities; typical duties include guardrail repair, sign repair, sign replacement, crack sealing, asphalt dig outs, drain cleaning, freeway patrol, weed and roadside fire control, pulls weeds by hand, removes litter and vegetation from area, assist with chip, sand and fog seals. Performs work that involves repetitive heavy lifting and digging. Utilizes various power and hand tools such as shovels, rakes, brooms, weed eaters, chain saws, wrenches including cutting torch and welder as needed. Operates, services, and makes minor repairs and adjustments to equipment and tools used in road maintenance activities. Maintains and documents daily pre-trip and post operational inspections on all equipment used.
15%	E	Sets and retrieves traffic control for work activities including; shoulder, ramp and lane closures by placing advance work signs, arrow boards and traffic patterns with cones; acts as a flag person; operates the pilot car, backup truck, and lane closure truck; operates a two-way radio.
15%	E	Picks up litter and debris from highway right of way and public use areas, hauls garbage, and performs other unskilled laboring tasks by using tools such as pick, shovel, broom, pitchfork, and hoe to maintain highway safety. Cleans graffiti abatement from sound walls, bridges, signage, and freeway attributes as needed.
15%	E	May be loaned to other crews for operational need performing miscellaneous laboring duties such as traffic control, storm patrol, drain inspection and clearing. May provide guidance Public Service Workers or contract crews performing litter abatement or landscape and brush removal activities.
5%	E	Checks inventory for night sign reviews, inspects appurtenance for proper installation and function. Makes notes and reports findings to supervisor and/or leadworker.
5%	M	May perform general cleaning and maintenance of facility and maintenance equipment.

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. May assist in providing guidance to the work and safety of one or more public service workers, Service Assistants, or Conservation Corps members doing specific tasks. A supervisor, leadworker or other senior crew member is always nearby or available by radio.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must possess sufficient knowledge and awareness of safety to protect self and public at all times. Knowledge of:

- Materials, methods, and equipment used in highway maintenance and highway cleanup.
- Safe work practices, policies and procedures while working on the roadside.
- Operation and maintenance of equipment and tools used in highway maintenance and emergency repairs to such equipment.
- Safely operate and care for automotive equipment including light trucks.
- Minor construction, repair, and maintenance work.

Ability to:

- Work independently without close supervision.
- Work cooperatively with others.
- Communicate verbally in a clear, understandable voice for personal and public safety and security.
- Follow directions.
- Do heavy manual labor.
- Keep records of equipment usage and servicing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and poor decision making can affect the safety of self, coworkers, public service workers and the traveling public resulting in possible injury or loss of life. May expose the State to tort liability and damage the highway infrastructure, tools and equipment.

PUBLIC AND INTERNAL CONTACTS

Incumbent has daily contact with supervisors, coworkers and public service workers, and he/she is expected to maintain cooperative working relationships. Incumbent must exercise restraint when dealing with irate motorists, and he/she is expected to maintain a favorable public image for the Department and the State.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Almost all work is done in close proximity to traffic and equipment. Much of this position is labor intensive involving strenuous hand and mechanical labor. Incumbent must remain alert to conditions, especially when performing repetitive tasks or acting as lookout, must have physical ability to react quickly to errant motorist and be able to get out of the way quickly. Incumbent must hear at a level sufficient to hear warning shouts and backup bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings, and sufficient night vision to respond to call-outs after-hours. Depending on task, work requires bending, stooping, kneeling; shoveling; grip strength; routine loading/ unloading materials to 50 pounds; manual dexterity sufficient to operate equipment and tools. Work frequently requires traversing of uneven terrain.

WORK ENVIRONMENT

Most work is done outdoors, where incumbent shall be exposed to blown dust, exhaust fumes, noise, uneven surfaces, extremes of heat and cold, inclement weather. Incumbent may be exposed to loud noises, dust, chemicals, extreme weather conditions, moving vehicular traffic, difficult conditions, poison oak, irritating plants, insects, and animals.

Personal safety requirements include but are not limited to:

- A serviceable leather work shoe or boot must be worn which is specifically fabricated for highway maintenance and/or construction environments.
- Long-sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- Long pants. No shorts or cutoffs.
- Provided safety gear such as hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, harness and lanyard, or other safety gear must be worn when required by the department.

Possession of a valid driver's license is required to operate a State owned or leased vehicle.

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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