

CLASSIFICATION TITLE CT Hwy Maintenance Leadwkr	OFFICE/BRANCH/SECTION 05/MTCE/Special Crews	
WORKING TITLE Stencil/Stripe Crew Leadworker	POSITION NUMBER 905-660-6285-019	REVISION DATE 09/01/2026

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

GENERAL STATEMENT:

Under the direction of the Caltrans Maintenance Supervisor, the Leadworker works with and directs the work of the District-wide stripe/raised pavement marker/thermal plastic/stencil crew. The Leadworker position is interchangeable with all the above mentioned activities. This is a District Wide Striping Crew with over night travel may be required up to 75% of the time. Incumbents work hours currently are a 4/10 shift: 6:30 AM to 5:00 PM, Monday through Thursday. Incumbent must posses a California Drivers License with Class B with a Tank endorsement. Class A CDL is highly desirable. To help the Department with scheduling, incumbents may be asked to work alternate work shifts; such as but not limited to 9/80, 5/40 or night work.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - People First)
- **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. (Prosperity - 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. (Safety - Collaboration, 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. (Safety - Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Climate Action - People First)
- **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 - Collaboration)
- **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 - People First, Stewardship)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety - Integrity, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Work with and lead a crew engaged in the maintenance of striping, stenciling, raised pavement markers or thermal plastic. Lead and operate specialized and maintenance equipment used in striping, thermal plastic, stenciling, raised pavement marking activities. Operate manual/power equipment such as, but not limited to: paint guns, compressors, generators, shovels, picks, digging bars, grinders, hand held blowers, torches, drills, saws, and other tools as necessary. Work around very hot material, such as thermal plastic and bituminous adhesives. Move a variety of heavy objects, such as barrels of paint, bags of thermal plastic, barrels of beads either manually or with machinery.

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40%	E	Operate specialized and maintenance equipment used in striping / raised pavement marking / thermal plastic and stenciling activities. Performs Pre Ops and Post Ops to ensure equipment is fully functional and safe to operate at all times.
10%	M	Assist the Supervisor with reports, recording time, ordering materials, keeping track of inventory and costs, clean and maintain assigned 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

Provide lead direction to the Stencil and Striping Crew in District-Wide operations. May be called upon to act as the crew supervisor in the absence of the Supervisor for short periods of time.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of tools and equipment used in maintenance of highways, provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles. The incumbent must have some knowledge of minor construction; repair and maintenance work and provisions of the California Vehicle Code applying to the operation of vehicles. The incumbent must have knowledge of highway maintenance procedures including but not limited to Chapter 8, Storm Water Pollution, the Maintenance Manual, the Code of Safe Operating Practices, and Caltrans maintenance activities.

Ability to communicate to others, give instructions and follow directions at a level required for successful job performance; Ability to establish and maintain cooperative relations with those contacted in the course of work: Ability to read and understand Work Orders / Plans , layout and measure for highway delineation needs, keep night reports accurate and current.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

During the absence of the Supervisor, the Maintenance Leadworker will make decisions affecting the actions of his/her subordinates during their scheduled routine activities. When confronted with emergency situations, the Leadworker's judgement should consider the protection of lives, the environment and property. Improper safety practices could cause serious accidents or injury to self, co-workers or the traveling public.

PUBLIC AND INTERNAL CONTACTS

Employee will have extensive contact with other Maintenance Crews, the Caltrans Traffic Department, other Caltrans Departments and other agencies. During the absence of the Supervisor, the Maintenance Leadworker will make decisions affecting the actions of his/her subordinates during their scheduled routine activities. When confronted with emergency situations, the Leadworker's judgement should consider the protection of lives, the environment and property. Improper safety practices could cause serious accidents or injury to self, co-workers or the traveling public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The work is mostly in and on the travel way. May be required to do heavy manual labor / lifting not to exceed 60 lbs and occasionally repeatedly 20 - 50lbs. May also assist in work relating to the maintenance of, structures, signs, storm water issues, landscape and all other highway facilities. The incumbent maybe required to wear safety equipment, such as earplugs, hard hats, latex gloves, rubber boots, coveralls, eye protections, breathing apparatus, move heavy objects, stand or sit for prolonged periods. Position requires bending, stooping, and/ or kneeling. May be required to assist in the clean up in the event of an accident involving drivers and or hazardous spills. May have to walk on uneven surfaces, climb slopes and ladders. Must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses.

WORK ENVIRONMENT

Incumbent can expect to be outside most of the day in all kinds of weather. The work is physically demanding and requires stamina, agility and strength. May be subject to not only sunburn, poison oak, snake and insect bites, loud noise, dust, and chemicals. In addition, the job is hazardous because it is performed at the side of the road or in the roadway itself, where workers are exposed to vehicular traffic. May use products that could be hazardous or dangerous if not handled properly, such as insecticides, herbicides and toxic liquids, etc. There is also the possibility of injury by working with and around heavy equipment. Worker may be required to work rotating or irregular shifts, including, nights and in emergency situations caused by storms and floods.

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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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE