

CLASSIFICATION TITLE CT Hwy Maintenance Wkr	OFFICE/BRANCH/SECTION DISTRICT 07/MAINTENANCE/SPECIAL CREWS/LB INT'L	
WORKING TITLE Caltrans Highway Maintenance Worker	POSITION NUMBER 907-740-6287-918	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 Bridge Maintenance Supervisor or guidance from a Caltrans Highway Maintenance Leadworker, the Caltrans Highway Maintenance Worker performs miscellaneous laboring duties in conjunction with the maintenance and repair of State highways and bridges. Works with a crew, or individually, performing highway and bridge maintenance activities and operates light maintenance or construction equipment. This employee receives functional guidance from a Caltrans Highway Maintenance Leadworker. There is continual guidance while work is in progress. The Caltrans Bridge Maintenance Supervisor makes the final review for acceptability and completeness.

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)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

45%	E	Operate light vehicles used by the assigned unit such as light trucks, automobiles, highway maintenance, bridge maintenance, emergency service, construction, or landscape equipment. Makes minor repairs and adjustment to vehicles and equipment i.e., applicator carts, grinders etc. Conduct pre and post operational checks on vehicles and equipments.
45%	E	Incumbent will perform physical tasks such as litter pickup, traffic control, tree maintenance, maintenance of safety roadside rest areas, and do other related work. Works on traffic control, place works signs, cones and may flag traffic as required/provision of Chapter 8. Will operate lane closure truck, back up truck with appropriate license and two-way radio.
10%	M	Incumbent will 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

None. Employee may be placed in charge of a work crew as responsible person in charge per Chapter 8 of the Maintenance Manual Vol. 1 over other Caltrans workers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Employee must have the knowledge of materials, methods, equipment and tools used in highways maintenance of pavement delineation, provisions of the current California Vehicle Code as is pertains to the loading and operation of motor vehicles, rules and regulations pertaining to highway maintenance practices. Ability to work safely, effectively, alone and/or with others. Must be able to analyze various work situations effectively and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property and delay in project delivery.

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/ representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. This person when in contact with a hostile person is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must be able to interact well with employees and individuals from many different cultural backgrounds. Employee must also have physical ability to react quickly to errant motorists in the field.

The remainder of the activity is labor intensive and includes but is not limited to the following:

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

Stencil installation; standing, walking, stooping, reaching bending and lifting is 60% of the day.

Sitting; 40% driving to, from, loading materials and moving vehicles during the operations.

Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting and driving 50%.

Snowy day: Sitting and operating large trucks, loaders, 90%; walking and standing, checking out equipment, 10%

Crack sealing: Standing, walking and driving 95% of the day

Chip sealing: Standing, operating truck, loader, spreader, 80% to 90% of day

Paving: Operating trucks, loaders, 15% of day. Standing and walking, raking and shoveling, 45% of day.

Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle 95% of day

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting 95% of the day.

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to: gear bags, small hand tools, lights, sprays guns, tool boxes, spray lines, tarps, wire and synthetic ropes, boxes of fittings, buckets of paint.

Transport and/or carry – Bagged/boxed material, which may weigh 50 to 100 pounds., must be transported and /or carried from storage to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools supplies and equipment are transported and /or carried a few feet to 30 yards and weigh a few pounds. to 200 pounds. Each item may include but not limited to hoses, signs, standards, flags, cones, barricades, 5 gallon paint buckets, pressure washers paint spray pumps, sand bags, containment tarps, etc. This is done approximately 5 % of the day.

Overhead reaching – Overhead work includes but not limited to pulling yourself up into many types of equipment, scraping, brushing and rolling, spraying, holding up signs, spray shields, setting up signs and loading material into/on equipment. This activity makes up 80% of the day.

Other Reaching – Includes but not limited to setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, setting work signs, picking up cones; often done on a continuous basis.

Pushing/Pulling – Includes but not limited to: shoveling, hooking up trailers, pulling on hoses, working on cranks on equipment stands, tightening and loosening nuts and bolts, scraping, hand cleaning, pressure washing, spray painting and opening buckets.

Twisting - The Operator twists while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones which weigh 10 lbs. Climbing and out of trucks and forklifts, setting and picking up painting equipment

Climbing/Balancing – Climbing is done in/out and off/on of equipment, up and down banks and slopes, ladders, stairways, (often with a load of material or supplies); onto steps and walkways to do engine checks on equipment. One example is, in and out of trucks, painting equipment, bed and cab of trucks. Up and down banks/slopes, ladders, stairways, steps and walkways.

Bending/Crouching/Squatting/Crawling – The employee often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The employee also crawls around and underneath equipment while checking and servicing equipment.

Simple Grasping – This activity is necessary about 80% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials, mixing paint, cleaning guns and hand cleaning.

Fine Manipulation – This occurs less than 10% of a day and usually while writing reports or manipulating the knobs and levers on the equipment, brushing, rolling and rebuilding guns.

Importance of hearing and sight – both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate with or without hearing aid 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. As per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual.

WORK ENVIRONMENT

Work in a wide range of sometimes extreme-conditions, including heat up to 100 degrees, cold to 32 degrees, strong winds, rain, sleet, and snow.

During the winter months, the workweek is normally 5/8-hour days. The scheduling of the 5/8 days is at the discretion of the Region Management. Employee may be scheduled to work the night shift as needed to meet operational needs with proper advance notice as per the Bargaining Unit 12, Memorandum of Understanding.

May be requested to work scheduled and/or emergency overtime due to storms, callback, special work projects, or to meet operational needs. Overtime will be assigned per the Bargaining Unit 12, Memorandum of Understanding.

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

A. Appropriate footwear, in good and sturdy condition, must be worn.

B. Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to worn over non-safety shirts or coats.

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hats, safety glasses, hearing protection devices, face shields, gloves, respirators, chaps, or other safety gear must be worn 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
----------------------	------

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
------------------------	------