

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Hwy Maintenance Leadwkr	OFFICE/BRANCH/SECTION D6/Maintenance/Bodfish	
WORKING TITLE Highway Maintenance Leadworker	POSITION NUMBER 906-620-6285	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 general supervision of a CT Maintenance Supervisor, the incumbent will assist the supervisor in planning and scheduling work, and in the field will oversee and lead the crew. Will keep accurate records of labor, equipment and material usage. Makes decisions in the field that affect worker and public safety. In the absence of the CT Maintenance Supervisor, will assume the duties to train and plan the work of subordinates. Incumbent must retain a Class B Commercial Drivers License and will operate vehicles, machinery, tools and will perform labor intensive work associated with maintaining the state highway system, during emergency operations and special assignments.

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.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Integrity)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Integrity)
- Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Employee Excellence - 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 - 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. (Employee Excellence - 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. (Safety - Integrity)
- 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. (Employee Excellence - Integrity)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - 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. (Safety - Integrity)

TYPICAL DUTIES:

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

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40%	E	Work with and assist in the supervision of a crew engaged in highway maintenance projects on traveled-way, roadsides, landscape and highway appurtenances. Roadway maintenance; Concrete and asphalt pavement repair, including; paving and crack-sealing (loading/unloading/leveling materials using equipment and manual methods). Roadside maintenance, including; shoulder grading, replacing & maintaining barriers, signs, markers, fences, and graffiti/litter removal. Drainage facility maintenance (cleaning and clearing structures, inlets, culverts and ditches). Landscape Maintenance; pruning, removing and replacing plantings and irrigation maintenance/repair projects. Vegetation management (brush and weed management requiring the use of herbicide, mechanical and manual methods). Weather related work including removal of snow, ice, rocks, mud or water from highway surfaces. Maintenance support activities, including; setting and retrieving Temporary Traffic Controls and cleanup work.
30%	E	Operation of motor vehicles requiring a Commercial Driver's License. Operation of motorized equipment. Vehicle/Equipment work includes lubrication, making adjustments and minor repairs. Record keeping associated with operation/servicing of vehicles/equipment, reporting use of materials and daily work data input using Caltrans' "Integrated Maintenance Management System."
20%	E	Support the Department's training goals: Attend trade specific training to remain current with highway/roadside/landscape maintenance and equipment strategies. Attend policy compliance training as required.
10%	M	When not leading the crew, may perform any of the duties to assist Caltrans Equipment Operator II, Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker, or Caltrans Landscape Maintenance Worker; and do other related work.

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

When not leading the crew, may perform any of the duties to assist Caltrans Equipment Operator II, Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker, or Caltrans Landscape Maintenance Worker; and do other related work.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

MUST HAVE THE ABILITY TO RECOGNIZE UNSAFE SITUATIONS AND TAKE IMMEDIATE ACTION

The following licenses and/or certifications are MINIMUM QUALIFICATIONS for this classification:

- Commercial Driver's License (CDL), class B with tank endorsement [N].

Must be able to direct the work of others, analyze situations accurately and take immediate, effective action.

The incumbent is expected to have a working knowledge of the methods, materials, tools, and equipment used in the maintenance and repair of; road surface, roadbed, roadside, signs, markers, fences and drainage facilities. The incumbent must be able to read, interpret blue prints, work from schematics, drawings, and written specifications; operate power tools, machines and equipment used in construction trades work; estimate materials needed; maintain records and prepare reports; follow oral and written directions and work well with others. Must be able to read and write at a level appropriate to the classification.

Must have knowledge of the provisions of the California Vehicle Code as it applies to the operation of motor vehicles and traffic regulations.

Must have knowledge of safe work practices and know the Leadworker's role in Department's Injury and Illness Prevention Program.

Must have a basic understanding of Safety and Health Policies and General Industrial Safety Orders and the Construction Safety Orders.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

When confronted with emergency situations, the Caltrans Highway Maintenance 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

At times, the incumbent will be required to work with California Highway Patrol representatives, other government agency representatives and members of the public. Will work with various levels of Caltrans employees, will observe the chain of command to keep the supervisor apprised of all matters. May be loaned to other crews.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. The incumbent will be required to routinely move heavy objects weighing up to fifty pounds or more, stand or sit for prolonged periods, bending, stooping, and or kneeling. The incumbent may have to walk on uneven surfaces, climb slopes, and ladders. Must have the ability to develop and maintain cooperative working relationships. Must be able to maintain a calm composure when encountering confrontational/difficult persons or emotionally charged situations and respond appropriately.

WORK ENVIRONMENT

The work is physically demanding and requires stamina. In addition, the job will require incumbent to work on or near roadways with a high volume of vehicular traffic. Incumbent will be required to work with and around heavy equipment, hot and/or pressurized materials/chemicals used for highway maintenance work. Incumbent can expect to be outside in all types of weather and environmental conditions. Work load includes entering confined spaces which are commonly dirty, wet and have little to no lighting. The highway Right-of-Way in this area is attractive to trespassers who commonly erect illegal encampments. The encampments are prone to; rodent infestation, biological wastes and illicit drug paraphernalia.

Necessary shift changes will occur due to workload or weather related circumstances. Incumbent will be required to work irregular shifts, including weekends, nights, holidays and in emergency situations. The incumbent will be expected answer calls after normal working hours to respond to unforeseen conditions needing immediate attention or emergencies.

MAY BE ASSIGNED TO A SNOW TERRITORY

Reviewed and Approved for advertising:

SUPERVISOR (signature)	(print)	DATE
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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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