STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Hwy Maintenance Leadwkr	District 10 - Maintenance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Highway Maintenance Leadworker	910-660-6285-070	

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 a Caltrans Maintenance Supervisor, the Highway Maintenance Leadworker performs the lead worker tasks and assists the supervisor with crew engagement of maintenance, construction, and snow removal activities on highways and highway structures. The Highway Maintenance Leadworker may operate and service highway maintenance equipment, landscape or construction equipment as described under Levels of Equipment for Caltrans Highway Maintenance Worker and Caltrans Equipment Operator I and II.

Employee may be assigned to other operational units and/or geographical areas as operational needs dictate. Overnight travel out of town up to 80 percent of time may be required to meet operational needs.

The Highway Maintenance Leadworker is required to maintain a Class “B” driver's license. Class “A” with tank (N) vehicle endorsement is desired.

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.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- **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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)
- **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, Equity, Employee Excellence - Collaboration, Equity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Equity, Employee Excellence - Collaboration, Equity, People First, Stewardship)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **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, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Pride)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	The Highway Maintenance Leadworker acts in a lead position, working with a crew performing maintenance tasks associated with highway structures, storm drainage, vegetation control, tree and brush maintenance, and the installation of storm water protection measures. The Highway Maintenance Leadworker is be required to operate manual and power hand tools to perform litter, graffiti, and dead animal removal and disposal; conduct asphalt and concrete repairs; perform preventative maintenance operations; carry out the installation and repair of signs, fence and guardrails; and other SB-1 work. The Highway Maintenance Leadworker may use products that could be hazardous or dangerous if not handled properly. The Highway Maintenance Leadworker may be required to perform snow and ice control tasks including the operations of trucks, graders, or rotary plowing, the application of deicing materials, and the construction and repair of traction control devices. The Highway Maintenance Leadworker assists with traffic control duties such as setting up and execution of lane closures on two-lane and multi-lane highways, flagging operations, moving closures, and manned chain control, and will be required to properly set up signs, cones, barricades, message boards, and operate 2-way radios.
40%	E	The Highway Maintenance Leadworker assists the supervisor in keeping time, labor and material cost records, and utilizes the Integrated Maintenance Management System (IMMS) to track costs associated with SB-1. The Highway Maintenance Leadworker assists with the planning and execution of maintenance or construction work on highways and highway structure, keeps track of inventory and re-stock facility through the Web-based Service and Supply System (WSVS) systems, assures that proper methods and procedures are used in the handling and application of materials utilized in the maintenance of highways and highway structures, and ensures that State equipment is properly operated and maintained. The Highway Maintenance Leadworker attends all required safety meetings and job related training programs.
15%	E	The Highway Maintenance Leadworker provides training on equipment essential to Maintenance functions including SB-1 related work.
5%	M	The Highway Maintenance Leadworker performs custodial work and makes minor repairs to maintenance stations and highway facilities.

[1]ESSENTIAL 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
The Highway Maintenance Leadworker will direct the crew's operation and, in the absence of the Caltrans Maintenance Supervisor, may be responsible for all activities of the cost center.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge pertaining to the operation of automotive equipment including highway or landscape maintenance and construction equipment along with the servicing, and minor repair of such equipment. Must be familiar with the provisions of the California Vehicle Code that apply to the operation of vehicles. The incumbent must have knowledge of minor construction, maintenance, and repair work.

Ability to read, write, and follow oral and written directions in English at a level required for successful job performance. Able to interpret simple blueprints and sketches, plan and direct the work of others, keep time and simple cost records of materials, equipment, and expenses. Must be able to analyze situations accurately, take effective action, and exercise sound public relations techniques.

Knowledge and ability to operate computer and electronic systems and radio communication equipment.

Ability to assist supervisor in preparing workload plan, and analyzing situations accurately and adopting an effective course of action.

Skill in operating a variety of complex or heavy maintenance equipment, and making minor adjustments and emergency repairs to such equipment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Poor decisions could result in the failure to properly operate, service, or maintain equipment and cause excessive repair costs,

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loss of equipment, and negatively impact work production. Negligence could also cause physical harm to the general public, operator and/or crew members. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS
May be asked to work with representatives from other public, private business, and local agencies, as well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The Highway Maintenance Leadworker is required to bend, stoop, climb, kneel, reach, push, pull, stand, sit and operate equipment for long periods of time. The Highway Maintenance Leadworker may be required to assist in the clean up of various types of accidents involving personal injury to others and/or hazardous spills, and must have the ability to lift and move heavy objects. The Highway Maintenance Leadworker 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. The Highway Maintenance Leadworker must be able to work alone and with others.

WORK ENVIRONMENT
The Highway Maintenance Leadworker may be exposed to and work in loud noise, dust, chemicals, extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. Required to wear all personal protective equipment and follow all policies, and procedures. Will work rotating or irregular shifts, including weekends, nights, holidays, overtime, and be able to respond to after-hour emergencies.

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

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