STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Hwy Maintenance Wkr	District 10 - Maintenance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Highway Maintenance Worker	910-680-6287-XXXX	

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 Maintenance Supervisor, a Caltrans Highway Maintenance Worker will operate and service highway maintenance equipment identified as Levels of Equipment for Caltrans Landscape or Highway Maintenance Worker. The Highway Maintenance Worker will operate specified vehicles requiring a Class C driver's license including light trucks, automobiles, highway maintenance, bridge maintenance, emergency service, construction, or landscape equipment. The Highway Maintenance Worker will perform miscellaneous labor-intensive work in connection with both the Caltrans Landscape and Caltrans Highway Maintenance Worker duties, and performs duties pertaining to highway maintenance, structures maintenance, emergency service, landscape, construction, and maintenance of safety roadside rest areas; and do related work as noted below. The Highway Maintenance Worker must maintain knowledge of all current mandated and applicable safety training and standards, policies, practices, directives, and expectations, and complies with all departmental training and safe work practice requirements.

The Highway Maintenance Worker may also be assigned to perform operational duties normally assigned to the other classifications as part of their normal assignment and be assigned to other units and/or geographical areas as operational needs dictate. The Highway Maintenance Worker may be called upon to provide training on equipment to other employees. Overnight travel out of town up to 80 percent of time may be a requirement to meet operational needs.

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. (Employee Excellence - Integrity, Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety, Employee Excellence - Collaboration, 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, Integrity, Pride)
- **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. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Prosperity, Employee Excellence - 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, Prosperity, Employee Excellence - Collaboration, People First, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, People First, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Prosperity, Employee Excellence - Collaboration, Integrity, Pride)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	The Highway Maintenance Worker will perform heavy labor associated with the repair of highway structures, cleaning ditches and culverts, concrete and asphalt repair, crack sealing, sign and guardrail installation and repair, erosion control, and the installation of storm water protection measures and other SB1 work. The Highway Maintenance Worker will operate manual and power hand tools, move a variety of heavy objects, perform litter and dead animal removal and disposal, brush and small tree removal and disposal, and may be required to use products that could be hazardous or dangerous. The Highway Maintenance Worker may assist in emergency irrigation repair and Landscape maintenance, and may be called upon to provide training on equipment to other employees.
40%	E	The Highway Maintenance Worker will assist with traffic control duties performing Maintenance tasks, including those associated with SB1, such as setting up and execution of lane closures on two-lane and multi-lane highways, flagging operations, moving closures, and manned chain control. The Highway Maintenance Worker will be required to properly set up signs, cones, barricades, message boards, and operate 2-way radios.
15%	E	The Highway Maintenance Worker will receive training on equipment that is essential to Maintenance functions including SB1 related work. The Highway Maintenance Worker will attend and participate in all required safety meetings and job-related training programs.
5%	M	The Highway Maintenance Worker will perform custodial work and make 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

Normally this position does not supervise; however, the Highway Maintenance Worker may be placed in charge or called upon to act as lead person for a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge pertaining to the operation and care of automotive equipment including light trucks, highway or landscape Knowledge pertaining to the operation and care of automotive equipment including light trucks, highway or landscape maintenance and construction equipment, servicing, minor adjustment, and emergency repair of such equipment. Must be familiar with the provisions of the California Vehicle Code that apply to the operation of vehicles. The Highway Maintenance Worker must have some knowledge of minor construction, maintenance, and repair work.

Must have the ability to read, write, and follow oral and written directions in English at a level required for successful job performance. Must be able to do heavy manual labor, keep simple records, and assist in work relating to the maintenance of highways, structure and landscaped areas.

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, 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

The Highway Maintenance Worker may be asked to work with representatives from both public and private Local Agencies as well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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

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WORK ENVIRONMENT

The Highway Maintenance Worker 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. The Highway Maintenance Worker will be required to wear all personal protective equipment and follow all policies, and procedures. Will be required to 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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