

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE CT Hwy Maintenance Leadwkr	OFFICE/BRANCH/SECTION 05 / Maintenance - Stormwater Crew	
WORKING TITLE Stormwater Leadworker	POSITION NUMBER 905-660-6285-918	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 direction of the Caltrans Maintenance Supervisor, the Leadworker works with and directs the work of the District Storm Water crew. The Leadworker position is interchangeable with all the above mentioned activities. Performing drain and culvert cleaning, pump house cleaning, hydro-seeding, mulch blowing, installing erosion control materials. Incumbent will be required to operate, maintain and make minor repairs to various types of equipment used in all these tasks. 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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - Engagement)
- 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. (Strengthen Stewardship and Drive Efficiency - Engagement, 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 First - Engagement)
- Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence - Engagement)
- 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 First - Engagement)
- 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 First - Engagement)
- 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. (Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Strengthen Stewardship and Drive Efficiency - Engagement)

TYPICAL DUTIES:

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

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50%	E	Works with and leads a crew engaged in the maintenance of draining drains and culverts. Perform the manual tasks associated with the maintenance of state highways and bridges; clean and clear culverts, ditches and other drain structures of debris, operate hydro seeder or mulch blower and other related storm water duties. Operate a variety of maintenance equipment related to drain cleaning and slope erosion protection. Operate manual/power hand tools not limited to: shovels, rakes, pitchforks, brooms, post pullers and drivers and wrenches. Common power tools used could be are not limited to: chainsaws, weed eaters, GPS's instruments, hand saws, pruning sheers, picks, shovels, digging bars, power drills. Operate 2-way radios. Move a variety of heavy objects that could be equal to 60 pounds such as concrete forms, drain covers, bridge jacks, concrete bags, hay bales, mulch bags by either lifting, pulling or pushing, which can be performed by either manually or by machinery or with help from others.
40%	E	Operate specialized and maintenance equipment used in storm water 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

Guides a Stormwater 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, Stormwater 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.

Ability to prepare time sheets, reports of production and chemical inventory, etc. Ability to analyze situations accurately and adopt an effective course of action.

Ability to communicate and follow directions written or verbal at a level required for successful job performance; do heavy manual labor; keep records. Assist in work relating to the maintenance of highway, structure and landscaped areas.

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 judgment 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. Incumbent is responsible to carry out all safety requirements of the Department.

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 travelway. May be required to do heavy manual labor / lifting not to exceed 60 lbs and occasionally repeatedly 20-50lbs. The incumbent will be required to wear safety equipment, such as earplugs, hard hats, eye protections, breathing apparatus, rain gear, move heavy objects, stand or sit for prolonged periods. Position requires bending, stooping, and/ or kneeling. Maybe 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

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working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses.

WORK ENVIRONMENT

Incumbents work hours will be 06:30 to 17:00 , Monday through Thursday. The incumbent can be expected to be outside much of the time in all kinds of weather. Maybe subject to not only sunburn, poison oak, snake and insect bites. The incumbent may/ will be exposed to loud noise, dust, chemicals, extreme weather conditions and great heights. The area will include all of District 5. There is also the possibility of injury by working with and around heavy equipment. Worker will be required to work rotating or irregular shifts, including, nights and in emergency situations caused by storms and floods. Will be required to repel down slopes and cannot be afraid of heights and will be required to work in confined spaces. When drain cleaning the work environment is wet and muddy requiring the incumbent to wear rain gear. May require overnight stay up to 75% of the time in various locations throughout the district and other locations outside of the district. May be required to work rotating or irregular shifts, including nights, and in emergency stressful situations caused by emergencies, storms, floods or disasters.

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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