STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Hwy Maintenance Leadwkr	05 / Maintenance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Highway Maintenance Leadworker	905-620-6285-016	

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, the Maintenance Leadworker is responsible for overseeing and working with a maintenance crew engaged in maintaining the highways and related facilities. Incumbent must possess a Class B license and may operate specific equipment required for the class. Incumbent may be assigned to perform non-leadworker duties as part of their normal assignment. To help the Department with scheduling, incumbent may be asked to work alternate work shifts; such as but not limited to, 9/80, 4/10 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Prosperity - Collaboration)
- **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, Stewardship)
- **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. (Climate Action - 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. (Safety - Collaboration, Innovation, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Climate Action - Collaboration)
- **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 - Collaboration, Stewardship)
- **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. (Climate Action - Collaboration)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety - Collaboration, Stewardship)

TYPICAL DUTIES:

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

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50%	E	Perform typical duties of maintenance and landscape maintenance such as but not limited to: programming and repair of roadbed, fence, guardrail, and roadside activities of mowing, brush and tree removal. Operate specific equipment required for the class. Perform pre-op inspections on a variety of vehicles. Conduct inventories of materials and equipment. Perform the manual tasks associated with the maintenance of state highways and bridges; cleans and clears culverts, ditches and other drain structures of debris; maintains road shoulders, Operate manual/power hand tools not limited to shovels, rakes, pitchforks, broom, hand saws, pruning shears, picks, digging bars and litter pickers. Common power tools used could be but not limited to chainsaws, weed eaters, hay blowers, compressors and hydro seeders. Act as a pacesetter on the crew while monitoring safety devices for the work environment. Operate 2-way radios; set traffic signs and message boards to guide motorists safely to their destination. Move a variety of heavy objects that could be equal to 60 pounds.
25%	E	May schedule the work of Special Program Workers such as: California Conservation Corps (CCC), probationers, inmates etc. and does safety orientations; provide training with an assortment of tools both manual and power; Document chemical use and maintains strict inventory control on chemicals and other road materials. Perform weekly tailgate safety meetings and address crew safety concerns. May be asked to enter daily time keeping on computer; Assist Supervisor to maintain and enforce Departmental policies and Directives.
15%	E	Perform minor repairs and adjustments to vehicles and other equipment in the field sufficient to keep equipment operational and in good condition. Place traffic message boards and traffic signs to insure drivers have proper indicators and messages to guide them in driving safely to their destination using appropriate equipment and tools.
10%	M	Do various other office duties such as but not limited to, monthly dump totals, fire extinguisher inspection, CCC monthly totals. Perform custodial work duties such as but not limited to, sweeping, emptying trash, cleaning restroom facilities and replenishing supplies, etc.

[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

Provide lead direction to a crew of maintenance or landscape personnel. Also supervise Special Program Workers such as: California Conservation Corps, probationers, inmates etc. 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 acceptable safety practices and traffic control. Knowledge of and the ability to take care of automotive equipment, including light trucks. Ability to assign and oversee the work of a maintenance crew; Must know how to maintain landscape know propagation techniques and automated irrigation systems. The incumbent must have some knowledge of minor construction; repair and maintenance work, provisions of the California Vehicle Code applying to the operation of vehicles, highway maintenance procedures, highway or landscape maintenance and construction equipment and operation, servicing, minor adjustment, and emergency repair of such equipment.

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 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

The incumbent may be asked to work with California Highway Patrol representatives, County Health inspectors, members of the public as well as all levels of Caltrans Management.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent maybe required to wear safety equipment, such as earplugs, hard hats, latex gloves, rubber boots, coveralls, eye protections, breathing apparatus, move heavy objects, stand or sit for prolonged periods. Position requires bending, stooping, and/ or kneeling. May be 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 working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses.

WORK ENVIRONMENT

Incumbent can expect to be outside most of the day in all kinds of weather. The work is physically demanding and requires stamina, agility and strength. May be subject to not only sunburn, poison oak, snake and insect bites, loud noise, dust, and chemicals. In addition, the job is hazardous because it is performed at the side of the road or in the roadway itself, where workers are exposed to vehicular traffic. May use products that could be hazardous or dangerous if not handled properly, such as insecticides, herbicides and toxic liquids, etc. There is also the possibility of injury by working with and around heavy equipment. Worker may be required to work rotating or irregular shifts, including, nights and in emergency situations caused by storms and floods.

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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