STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Hwy Maintenance Leadwkr	Division of Maintenance-Eastbay/Delta Region	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Highway Maintenance Leadworker	904-640-6285-xxx	10/27/2026

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Incumbents, under the direction of a Maintenance Supervisor or designee, operate vehicles requiring a valid Class B commercial drivers license with tank vehicle endorsement, and other construction equipment when qualified, Class A is desirable. Work with and assist in directing the work of a crew engaged in maintenance or construction work on highways and structures, provide on the job training to crew in various aspects of maintenance operations, ensures all policies and procedures are adhered to, file reports, make time sheet entries, order or purchase supplies and equipment, conduct safety meetings and best maintenance practice reviews. May be exposed to loud noises, dust, fumes, various chemicals and solvents, extreme weather conditions, moving vehicular traffic and stressful situations. May work on hazardous spills within the right of way. May be exposed to poison oak, other irritating plants, insects and animals. Assumes the duties of the Supervisor for a short duration in the supervisor's absence. Must have the ability to be flexible as changes occur. Must be able to recognize deficiencies and hazards within the right of way and be able to use diplomacy and tact when answering questions from the public, other government agencies and the press. May be required to work rotating or irregular shifts including weekends and nights. Must be available for after hour call outs and have a reasonable response time.

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 First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **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 First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **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 First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, 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. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Oversees Maintenance, Construction, and Repair of roadbed surfaces-concrete and asphalt, pumps, traffic safety devises, barriers, drainage systems and sweeping of roadbed surfaces. Work with and provide guidance to crews engaged in this assigned work or work without aid of the crew.
20%	E	Operate equipment, including equipment requiring a Class B commercial driver's license, from 1/2 ton pick ups through 10 cubic yard dump trucks, vactors, sweepers, loaders, fork lifts, boom trucks and backhoes.
20%	E	Process Daily time keeping using state computer and other office equipment. Files appropriate paperwork such as; Safety Meeting Reports, and Timekeeping reports. May be required to purchase, order supplies, advises supervisor of employee conduct and disciplinary actions if needed. Provides documentation for for damage to State property, inventory control and hazardous spills. This work includes the use of a computer and other office machines.
10%	E	Maintenance and repair of gasoline and diesel engines, including oil and filter changes, lubrication, battery replacement, leak repair, routine tightening and replacement lose or missing bolts and fasteners. Properly stores and transports lubricants and waste materials. Use of Power tolls, including Saws, breakers, drills and misc. cutting tools.
10%	E	Train employees on equipment operation, maintenance functions, storm water awareness, and job specific operations. such as working in high places, and confined space within established rules. Enforces Caltrans safety requirements and regulations.
5%	E	Estimate assigned maintenance and structure projects, including estimates on materials, equipment, labor, total cost, and skills required to complete work.
5%	M	Facility upkeep, repairs, maintenance, clean up and custodial work, including Road Side Rests, Caltrans Maintenance Stations and Offices, Pumping Plants, and other similar 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

This is a non-supervisory position. Will act as Leadworker on a daily basis. Fills in for Supervisor in the absence of the Caltrans Maintenance Supervisor.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Operation and care of automotive and construction equipment including but not limited to, trucks, loaders and excavators, cranes, and passenger vehicles.

Knowledge of: Highway and construction practices, designs and standards.

Knowledge of: All levels, procedures, tools, and equipment used in construction and maintenance of highways and structures; provisions of the California Vehicle Code as it applies to the operation of motor vehicles; regulations and safety practices pertaining to highway emergency services; fire suppression techniques; emergency first aid; operation and care of highway equipment; methods of mixing portland cement concrete and mixing and applying asphalt and stone chips for pavement patching; rules and regulations pertaining to highway or structures maintenance practices; principles of effective supervision; safety practices and traffic regulations; the basic occupational safety and health regulations contained in Title 8 Industrial Relations - Construction and General Industry Safety Orders; safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program; knowledge of basic safe work practices; the leadworker's role in maintaining an effective Injury and Illness Prevention Program.

Ability to: Interpret simple blueprints, plans, and sketches; effectively communicate, direct the work of others; keep time records and simple cost records of materials, equipment, and expenses; operate and care for construction, maintenance, emergency service, and landscape equipment; identify hazards associated with highway maintenance and construction, analyze situations accurately and take effective action; exercise sound public relations techniques; operate radio communication equipment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor or inadequate decisions could cause injury to yourself, co-workers or the traveling public. Could also cause excessive repair costs and negatively impact work production. Failure to make responsible decisions could adversely impact the flow of

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traffic, create excessive traffic delays, and cause a negative impact on Caltrans and/or commerce.

PUBLIC AND INTERNAL CONTACTS

The incumbent may asked to work with the California Highway Patrol, private contractors, employees of other public agencies, and members of the public as well as all levels of Caltrans management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be physically able to perform heavy labor for long periods of time. Must work well with others in a cooperative manner. May be subject to and have the ability to handle irate public in a calm manner. Must posses the ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to develop and maintain cooperative working relationships. May be subjected to stressful situations.

WORK ENVIRONMENT

May be subjected to in-climate weather including but not limited to, rain, snow, hail, ice, wind and heat. May have to work in various heights and terrain. Will be exposed to fast moving freeway traffic, hazardous spills within the right of way and other stressful situations. May see graphic vehicular accidents. May be exposed to poison oak and other types of irritants. May come into contact with insects and various vertebrates. May have to work in wetlands and woodlands. Will be required to attend mandatory training classes that may require travel and time away from home.

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.)

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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