STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Hwy Maintenance Leadwkr	D9/Maintenance/Bridgeport Crew	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Highway Maintenance Leadworker	909-630-6285-027	05/19/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent will assist in planning, performing, and directing the work of the assigned unit on a daily, weekly, and monthly basis. Operates equipment used by the assigned unit and works individually or with a crew performing tasks related to highway maintenance work. There may be occasions when incumbent will be required to act as both a laborer and as leadworker.

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. (Prosperity, Employee Excellence - Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity - Collaboration, 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 - Collaboration, Pride)
- **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, Equity - Collaboration, Pride)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Equity - Collaboration, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Employee Excellence - Collaboration, Integrity)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Safety, Equity - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity - Collaboration, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Equity - Collaboration, Pride)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Lead and participate in daily unit projects. Observe the crew to be sure their work habits follow the Code of Safe Practices and Chapter 8. Assist the supervisor in preparing monthly and yearly workload plans. Determine or assist the supervisor in determining the equipment, personnel and type and amount of material needed for regular maintenance functions. Recognizes deficiencies and hazards within the right-of-way. Makes inspection tours and checks equipment logs to ensure that all State and rental equipment is being used and maintained properly and safely.

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30%	E	Under the direction of the Maintenance Supervisor, the incumbent will assist with the following tasks: Scheduling work of the crew; assure that all equipment is serviced and maintained properly, lead the crew and give on the job training in a wide variety of maintenance functions. Provide for the safety of the crew and the traveling public and conduct scheduled safety meetings; help develop and maintain the morale and discipline of the crew leading by example; using diplomacy and tact answer questions from the public regarding maintenance policies and procedures. In order to identify problems needing attention, prepare and keep written records and reports such as but not limited to accident reports, daily time, production reports, and equipment records. Maintain a cordial working relationship with other agencies and the general public.
20%	E	Operate equipment that incumbent is licensed, trained and qualified on.
10%	M	Accomplish tasks normally performed by unit. Such tasks may include, but are not limited to, paving, shoulder grading, mowing, ditch cleaning, dig outs, pavement patching, repair or replacement of guide markers, signs, fence, guardrail, clean culverts, traffic control, litter pick up, maintenance of roadside rests. Any other duties that would normally be assigned to a Caltrans Equipment Operator I, Caltrans Equipment Operator II, or Caltrans Highway Maintenance Worker.

[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 Caltrans Maintenance Supervisor in his/her absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough knowledge of materials, methods, equipment, and tools used in highway maintenance. Operation of a maintenance area and the maintenance of equipment and tools used in highway maintenance and snow removal. Operating characteristics of IMMS (Integrated Maintenance Management System), Maintenance Manual Volumes I and II, the Safety Manual, Code of Safe Practices, and Guide to Employee Conduct and Discipline. Incumbent must also have knowledge of provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles, rules and regulations pertaining to highway maintenance practices.

Ability to lead and direct the work of subordinate members of the assigned unit and to work safely around high-density traffic.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

SPECIAL QUALIFICATIONS:

Must possess a valid Class “B” drivers license with an “N” (Tank Vehicle) endorsement. Class “A” with “N” and Hazardous Materials endorsement is desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may endanger co-workers the public and environment. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways or damage to State equipment and facilities. Failure to make timely and proper decisions could endanger human lives and property resulting in lawsuits.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public and employee is expected to maintain a favorable public image for the State. At times may deal with the media.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to work rotating or irregular shifts including weekends, nights and overtime. The above duties may require prolonged stooping, bending, lifting, sitting, climbing or standing. May be required to work in extreme warm or extreme cold

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weather and during inclement weather. Percentages may vary depending on crew, geography and season.

Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating equipment and vehicles up to 20% of the time on a year-around basis. The remainder of the activity may be labor.

Standing, Sitting and Walking are described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

A. Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting and driving 50%.

B. Snowy day: Sitting and operating large trucks, loaders, motor graders and snow blowers 90%; walking and standing, checking out equipment, 10%

C. Crack sealing: Standing and walking 95% of the day

D. Chip sealing: Standing, operating truck, loader, spreader, 80% to 90% of day

E. Paving: Operating trucks, motorgraders, loaders, pavers, 45% of day. Standing and walking, raking and shoveling, 45% of day.

F. Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle 95% of day

G. Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting 95% of the day

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to tire chains for vehicles that may weigh as much as 75 pounds per chain. In the winter months these could be handled on an every day basis, post driver which weighs approximately 60 pounds, assist with the loading and unloading of a tire on a rim which can weigh over 75 pounds. Another example of lifting is shoveling asphalt, each shovel full lifted weighs approximately 15 pounds and 1,000 to 1,500 pounds of sand or asphalt per day would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist. Installing marker post, at least two feet into the ground, requires lifting up and pulling down the 60 pound driver 10 to 150 strokes per post worker could install up to 40 markers per day.

Another type of lifting is light pickup – loading garbage bags with litter, which requires continuous bending and lifting.

Moving Material – Incumbent may be required to move bagged/boxed material, which can weigh from 50 to 100 pounds. Material may be moved from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools carried including picks, shovels, hoes, rakes, hoses, signs, standards, flags, cones, guide posts etc. and may be moved on uneven terrain. Incumbent should ask for assistance when moving items over 50 pounds.

Overhead reaching – Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per day, pruning, holding up signs off a ladder, servicing equipment on the lube hoist, signaling other workers, and throwing/loading material in equipment.

Other Reaching – Setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs picking up cones often done on a continuous basis, over 60% of the work shift.

Pushing/Pulling – Shoveling, opening garage doors, hooking up trailers, installing plows, sanders, kettles, pulling on hoses, working cranks on equipment stands, tightening and loosening nuts on bolts. Installing and removing tires and chains, pulling down on post drivers. Pulling brush and limbs, animal carcasses, and pulling tire chains.

Twisting - The Operator twist while driving equipment and does so on a continuous basis especially while backing up or turning around while operating a pilot car. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones which weigh approximatley10 pounds.

Climbing/Balancing – Climbing is done in and out of equipment, up and down banks and used in fine manipulation of a chain slopes, ladders, stairways, (often with a load of material or supplies) onto steps and walkways to do engine checks on equipment.

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One example would be to climb on a heavy equipment trailer to secure the load with chain binders.

Bending/Crouching/Squatting/Crawling – The Operator often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The Operator also crawls around and underneath equipment while checking and servicing equipment, putting on or removing snow chains and tightening or replacing grader blades.

Simple Grasping – This activity is necessary about 95% of the shift climbing in/out and around equipment, operating equipment, using hand tools and handling materials.

Fine Manipulation – This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment. A higher percentage of the time would be operating chain saw or similar equipment.

Importance of hearing and sight – both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle operation.

WORK ENVIRONMENT

Required to work in a wide range of sometimes-extreme conditions, such as heat, cold, strong winds, rain, sleet, and snow. This includes heat up to 120 degrees and cold temperatures to -15 degrees.

The incumbent will be on the 9/80 schedule. Please note that the schedule may change at the discretion of the District Management. Incumbent may be scheduled to work the night shift during the months of November, December, January, February, March and April or as scheduled by the Maintenance Supervisor.

Will be required to work overtime, which may include weekends and holidays, due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

Personal safety requirements include:
A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
C. Long pants.
D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department.

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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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