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 12 / Maintenance / Field Maintenance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Highway Maintenance Worker	912-631-6287-918	12/22/2025

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 or guidance of a Caltrans Highway Maintenance Leadworker, the Caltrans Highway Maintenance Worker performs labor work in connection with the maintenance of the State highways, fences, guardrails and bridges. This includes litter pickup, traffic control, tree maintenance, maintenance of roadside rest areas and other related work. Operates and maintains various light equipment and performs general laboring tasks associated with the maintenance of the State Highway system. The incumbent may be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays, and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers. This position is represented under collective bargaining.

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. (Safety - Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Collaboration, Innovation)
- **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. (Employee Excellence - 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, Prosperity - Collaboration, Integrity, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Climate Action, Employee Excellence - Collaboration, Equity, Integrity)
- **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. (Equity, Employee Excellence - 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, Equity, Integrity)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Employee Excellence - Integrity, Pride)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Prosperity, Employee Excellence - Collaboration, Stewardship)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Performs labor work in the maintenance of state highways, fences, guardrails and bridges, right-of-way and roadside rest areas; debris removal such as damaged fences and guardrails, branches, brush, trash, graffiti removal from walls and signs within the highway right-of-way. Assists in cleaning up highway spills.

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30%	E	Uses and maintains proper traffic control devices and assists with closing of on ramps, off ramps, and freeway traffic lanes. Operates manual/power hand tools and performs manual labor tasks. Operates "pilot-car", flagging duties and other traffic control procedures. Operates two-way radios. May perform any of the duties outlined under Caltrans Landscape Maintenance Worker and other related work.
25%	E	Operates and maintains various highway maintenance equipment requiring a class C driver's license. Incumbent shall follow prescribed methods of equipment as instructed by Maintenance Equipment Training Academy (META) and their supervisor and use the pre-operation and post-operation checklist for reporting any signs of problems to their supervisor. Services and makes minor repairs on equipment as instructed by META. Must be able to operate automatic and manual transmission.
5%	M	Prepares reports and other paperwork as necessary.

[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
None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Possession of a valid class C drivers' license. Must be able to operate automatic and manual transmissions.

Knowledge: Operation and care of automotive equipment including light trucks, vans and automobiles; maintenance and repair of state highways and right-of-way.

Knowledge of basic safe work practices to protect their own safety and health and that of others. Must possess a knowledge of statewide Maintenance functions and the mission, goals, organization and procedures of the Department of Transportation.

Abilities and Analytical: Ability to communicate and follow oral and written instructions at a level required for successful job performance; operate and communicate clearly over a two-way radio system; do manual labor; and keep records. Ability to use equipment required in highway maintenance. Ability to assist in work relating to the maintenance of highways, and safety roadside rest facilities. Must be able to recognize and respond appropriately to emergency situations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Poor judgment could result in danger and possible injury or loss of life for the traveling public and Caltrans employees.

PUBLIC AND INTERNAL CONTACTS
Occasional contact with the traveling public; contact with State Highway Patrol and other law enforcement agencies; internal contact with crew members and supervisors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Physical: The incumbent will be required to do heavy manual labor including moving/placing heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground; working in confined spaces; and standing or sitting for prolonged periods. May be required to sit in/on and drive or operate maintenance and landscape vehicles. The incumbent will be required to wear earplugs for loud noises; and appropriate safety gear at all times. The incumbent will be required to clean up in the event of vehicle accidents, hazardous spills or general trash and debris. The incumbent must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others. This position is a drug sensitive class. The incumbent will be required to pass a preemployment drug test and subject to reasonable suspicion testing during appointment. Incumbent will be required to take random drug tests throughout appointment.

Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possible adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. This position is responsible for working cooperatively with team members and

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supervisors to identify innovations that will increase productivity, reduce cost, and maintain or improve quality. This position must adhere to the customer service standards set by their unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

The employee will be based at a Maintenance Station in a climate controlled environment under artificial lights, but most of the duties and time will be spent outdoors operating equipment and/or performing manual labor. Weather conditions vary from a cold, windy and wet winter climate to a very hot and dry summer climate. May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep, uneven and/or unstable terrain, fast moving traffic, and/or extreme temperatures. May be required to sit or stand for long periods of time. May be exposed/put in stressful situations. Will be required to wear long pants and appropriate footwear in good condition, and must wear provided Personal Protective Safety Equipment, including but not limited to: shirts and/or vests, hard hats, safety glasses, gloves, face shields, respirators, ear plugs, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively throughout the assigned area and may be required to travel and work in other areas in the District.

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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