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 7/Maintenance/East Region | |
| WORKING TITLE | POSITION NUMBER | REVISION DATE |
| Caltrans Highway Maintenance Worker | 907-640-6287-XXX | 05/26/2026 |

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

## GENERAL STATEMENT:

Working under the direction of a Caltrans Maintenance Supervisor or guidance of a Caltrans Highway Maintenance Leadworker, the incumbent operates and maintains light vehicles and equipment and performs general laboring tasks associated with the maintenance of the state highway system. Will work individually or with a crew performing tasks related to highway maintenance work such as paving, mowing, ditch cleaning, dig outs, and pavement patching. Will repair or replace signs, fence, and guardrail. Cleans culverts, performs traffic control, litter pick up, and graffiti removal. Will remove brush and undergrowth from highway right of way, repair or replace guide markers, and maintain roadside rest stops. This classification requires a valid class C driver's license. Duties include, but are not limited to:

## 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.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Employee Excellence - Integrity, Pride)
- **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 - Innovation, Integrity, People First, Pride)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety, Employee Excellence - Integrity, People First, 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, Employee Excellence - Collaboration, Equity, Integrity, People First)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride)
- **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, Prosperity, Employee Excellence - Innovation, People First, Stewardship)
- **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, Prosperity, Employee Excellence - Collaboration, Innovation, People First, Pride, 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. (Safety, Equity, Employee Excellence - Collaboration, Innovation, People First, Pride)
- **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. (Safety, Prosperity, Employee Excellence - Innovation, People First, Pride, Stewardship)

## TYPICAL DUTIES:

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

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| | | |
|---|---|---|
| 50% | E | Incumbent usually performs physical labor, including but not limited to handwork, like sweeping, shoveling, and raking asphalt. Picks up roadside litter, dead animals, and hauls garbage. Loads, tarps, hauls, and dumps mulch, which may be spread manually or with tractor equipment. Performs other unskilled laboring tasks by using tools such as picks, shovels, brooms, pitchforks and hoes. Removes brush and undergrowth from highway right of ways by use of an ax, pruning shears, handsaw or chain saw, weed-eaters, blowers, and bush chipper. Crack sealing, apply emulsion, resurfaces and patches roads, repair slabs and install storm water protection measures. Repair of fence and guardrail. Repairs and cleans ditches, culverts, and other drainage structures. Replaces, makes minor repairs to and clean signs and roadside markers. |
| 25% | E | When not conducting the specified duties, may perform any of the duties outlined under the Caltrans Landscape Maintenance Worker and/or other related work. Safely operates and maintains various equipment requiring a class C driver's license. Shall follow prescribed methods of equipment use as instructed by Motorized Equipment Training Academy (META) and supervisor. Will use the Pre-op and Post-op checklist for reporting any signs of problems to their supervisor. Services and makes minor repairs on equipment such as lubricating service points; changing tires, light bulbs, fuses, filters, and window wipers. Washes, waxes and steam cleans equipment. Uses and maintains traffic control devices when properly setting up signs, cones, barricades, and message boards. Assists with closing on and off ramps, and traffic lanes as required per Chapter 8. Operates 2-way radios. |
| 15% | E | Primarily responsible for working on a road crew which includes operating a variety of equipment such as pick up trucks, one ton trucks, two ton trucks, loaders, mowing machines, chippers, porta-pottty self-propelled rollers, and forklifts. Responds and assists with hazardous spill clean up and may be responsible for preparing a loss report. |
| 10% | M | Perform custodial work and make minor repairs to maintenance stations and highway 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

No direct supervision. May at any time be placed in charge of a work crew as the responsible person in charge per Chapter VIII, this includes overseeing other Caltrans workers, Special Program Workers, such as California Conservation Corps, probationers, etc.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction under the provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles. Knowledge of rules and regulations pertaining to highway maintenance practices. Knowledge of basic safe working practices and the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program. Knowledge of basic safe work practices to protect the safety and health of themselves and others. Must possess a knowledge of statewide Maintenance functions and the mission, goals, organization and procedures of the Department of Transportation. Must be able to recognize and respond appropriately to emergency situations.

Ability to work safe and work effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions. Possess the ability to communicate and follow directions at a level required for successful job performance. Skillfully operate equipment in the performance of assigned duties which includes making minor adjustments and emergency repairs. Perform heavy manual labor to assist in work related to highway maintenance. Keep records of equipment usage and servicing. Ability to work safely around high-density traffic.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property. Incumbent of the State may be held liable for their own actions as a result of their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/representatives of other government agencies. May have occasional contact with other public agencies and private individuals in the course of their assignment. Contact may be with hostile public. The employee is expected to maintain a favorable public image for the Department and the State.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Almost all work is done in close proximity to traffic and equipment. Must hear at a level sufficient to hear warning shouts and backup alarms. Must possess sufficient peripheral vision to be aware of changes in surroundings. Prolonged sitting required to operate equipment. Sufficient manual dexterity to operate controls and tie-down equipment to be hauled. If assigned to storm patrol, incumbent will be seated in his or her equipment length of shift. Much of this position is labor intensive. Must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to: bags/ buckets of concrete, buckets of rock, and buckets of bridge repair debris which all may weigh as much as 75 lbs. Various heavy pneumatic tools. All listed could be handled on an every day basis. Each shovel full lifted weighs approximately 15 lbs., and 200 to 2,500 lbs. of concrete or debris per day, would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist. Another type of lifting is light pickup – loading garbage bags with litter, which requires continuous bending and lifting. Carrying – Bagged/boxed material, which may weigh 50 to 100 lbs., must be carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried include picks, hoes, various pneumatic tools, hoses, signs, standards, flags, and cones, guide posts, etc. and may be carried on uneven terrain. Overhead reaching – Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per day, varying tasks on bridges above your head, 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. 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. 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 saw or similar equipment.

Pushing/Pulling – Shoveling, 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 brush and limbs, animal carcasses, and pulling 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 10 lbs.

WORK ENVIRONMENT

Required to work in a wide range of sometimes-extreme conditions, including heat up to 120 degrees, cold to 25 degrees, strong winds, rain, sleet, and snow. Assignments will generally be within the boundaries of D-7 to include Los Angeles and Ventura Counties. Significant overnight travel on per diem may be required. Much of the work will be performed in high and confined spaces.

Will be required to work overtime 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. No shorts or cutoffs.
D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, harness or other safety gear must be worn when required by the Department.

Possession of a valid driver's license is required to operate a State vehicle.

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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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