

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS BRIDGE MAINTENANCE SUPV	DISTRICT/DIVISION/OFFICE 03 / MAINTENANCE / SUNRISE REGION	
WORKING TITLE CALTRANS BRIDGE MAINTENANCE SUPERVISOR	POSITION NUMBER 903-659-6310-xxx	EFFECTIVE JANUARY, 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under direction of a Caltrans Maintenance Area Superintendent, the Bridge Supervisor coordinates and assigns work of employees engaged in the bridge maintenance on State highways. Enforces safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program (IIPP); knowledge of environmental, storm water, emergencies, natural disasters, accident prevention techniques; principles of effective supervision and safe work practices. May be required to direct the activities of large groups that pertains to bridge work necessitated by natural disasters (earthquakes, fire, flood damage) or major traffic accidents. Assist in work relating to the maintenance of Bridge Structures. Class C driver's license is required. (Class A drivers license desirable.)

TYPICAL DUTIES:**Percentage****Essential (E)/Marginal (M)**

55% (E) Plan activities of assigned bridge maintenance crew to determine staffing, equipment, and materials needed to accomplish the work. Prepare schedules and direct the crew daily, weekly, and monthly assignments to ensure safe and efficient task completion; this may require modification and changing of work methods due to emergency conditions caused by highway traffic or inclement weather conditions. Procure and schedule equipment, plan and implement weekly, monthly and yearly schedules. Complete complex written records, such as crew daily work records, accident reports and lube records, mileage reports and bridge programs. Inspect and review bridge reports for scheduled bridge repair. Maintain accountability for monthly budget.

25% (E) Monitor and insure the safety of the crew in the work site. Plan, organize and conduct safety/training programs. Conduct semi-annual equipment safety inspection, safety tailgate meetings and safety operation reviews. Prepare performance appraisals. Participate in the recruitment process and interview staff. Investigate and evaluate incidents and accidents. Address staff problems and determine disciplinary action.

15% (E) Provide material & equipment cost estimates for given job sites and maintain reports and logs. Using various computer software and programs, maintain the IMMS program and other relevant programs.

5% (M) Respond to emergencies and major incidents such as traffic accidents, highway spills, floods, and storms. May cover for Superintendent during temporary absences.

SUPERVISION EXECUTED OVER OTHERS:

Direct supervision assigned maintenance bridge crew consisting of a group of Leadworkers, Equipment Operators, and Maintenance Workers. In the absence of the Area Superintendent, may be placed in charge of area crews.

KNOWLEDGE, ABILITY, AND ANALYTICAL REQUIREMENTS:

Must have knowledge of materials, methods, equipment, and tools used in bridge maintenance and construction; provisions of the current California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices, including but not limited to Maintenance Manual Vol I and II, IIPP, Code of Safe Operating Practices (COSP), Understanding of BU 12 MOU, Bridge logs, Standard Specifications and Plans etc. Must have administrative abilities and be able to direct training and development for personnel in the varied types of operations involved in this assignment. Must have knowledge of IMMS program; must have administrative abilities and computer skills.

Ability to: prepare and maintain records; payroll, materials, equipment, budget estimates and expenses. Maintain construction, maintenance, and emergency equipment. Plan, organize, and direct the work of others. Detect unsafe conditions and practices; and plan, organize, conduct, and evaluate safety-training programs. Exercise sound public relations techniques. Analyze situations accurately and adopt an effective course of action, communicate effectively, prepare correspondence, clear and comprehensive reports. Work safely and effectively alone or with others.

Valid driver's license is required; Class A desirable.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

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 bridges, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property.

PUBLIC AND INTERNAL CONTACTS:

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

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

This employee must be able to use established methods to analyze existing work standards and develop new standards as needed. Analyze the use of employees, equipment and materials for specific bridge maintenance operations, to review costs and formulate unit cost information. Analyze field data and properly prepare reports for use by upper management. Much of this position is mentally intensive. Supervisor must be able to interact well with employees and individuals from many different cultural backgrounds. Employee must also have physical ability to react quickly to errant motorist in the field.

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 an analytical nature 90% of the time on a year-around basis.

The remainder of the activity is labor intensive and includes but is not limited to the following:

Standing, Sitting and Walking is 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:

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to boxed files, copier paper, computers, chairs, or office equipment to 25lbs.

Another type of lifting is light pickup of hand tools, electrical tools and air hoses.

Transport/Carry – Bagged/boxed material, which may weigh 50 lbs., must be transported/carried from storage areas to equipment and from equipment 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 may include hoses, signs, standards, flags, cones, chipping hammers, electric tools, concrete saw, etc. and may be carried on uneven terrain.

Overhead reaching – Filing and storing material in equipment. Overhead work includes pulling yourself up into many types of equipment, holding signs, signaling other workers, and throwing/loading material in equipment.

Other Reaching – Setting cones, lubing and checking equipment, shoveling, driving, using digging bar, shifting, holding signs picking up cones; often done on a continuous basis.

Pushing/Pulling – Includes but not limited to installing bridge forms, replacing steel bridge rail, jacking and supporting bridges, shoveling, opening garage doors, hooking up trailers, pulling on air hoses, working cranks on equipment stands, tightening and loosening nuts on bolts. Installing and removing tires.

Twisting – The Supervisor may twist while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a truck. Other twisting is done while shoveling and setting down and picking up traffic cones, which weigh 10 lbs.

Climbing/Balancing – Climbing is done in/out and off/on of equipment. Up and down banks and slopes while checking and inspecting bridges.

Bending/Crouching/Squatting/Crawling – The Supervisor often bends continuously throughout the day while in the office or the field.

Simple Grasping – This activity is necessary about 90% of the shift; climbing in/out and around equipment, operating office equipment.

Fine Manipulation – This occurs while writing reports or manipulating computer equipment.

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

Hearing should be adequate with or without hearing aid 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. As per Caltrans Injury Illness Prevention Program Safety Manual.

WORK ENVIRONMENT:

Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to – 15 degrees, strong winds, rain, sleet, and snow.

This is a Monday through Friday crew. Normal schedule 5/40 shift starts at 0700 and ends at 1530.
An alternate 9/80 shift schedule starts at 0630 and ends at 1600.

May be requested to work scheduled and/or emergency overtime due to callback, special work projects or to meet operational needs. Overtime will be assigned per the Bargaining Unit 12 Memorandum of Understanding.

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

- A. Appropriate footwear, in good and sturdy condition, must be worn.
- 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 hats, safety glasses, hearing protection devices, face shields, gloves, respirators, chaps, or other safety gear must be worn when required by the department.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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 PLEASE PRINT

SIGNATURE

DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR PLEASE PRINT

SIGNATURE

DATE

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