

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Bridge Maintenance Supervisor	OFFICE/BRANCH/SECTION 04/Maintenance/Toll Bridge Region	
WORKING TITLE Bridge Maintenance Supervisor	POSITION NUMBER 904-670-6310	EFFECTIVE DATE

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 the general direction of the Area Superintendent within the toll bridge region, directs Caltrans Bridge and Maintenance Crews in the daily operation of all Bridge Maintenance activities, including the Alternative Work Program (M-PRO's).

Under the general supervision, subject to a minimum of continuous or direct control, incumbent is expected to operate independently in determining and scheduling work to be done. Incumbent uses own judgment within limits of prescribed guidelines. A general review of the various functions mentioned above, received closer supervision and review with more complex and difficult situations.

Must be willing to work non-traditional work schedules to accommodate special events, emergencies or projects that effect the Region or Caltrans.

Possession of a California Commercial Class "A" Drivers License is desirable.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Under direction of a Caltrans Maintenance Area Superintendent, incumbent will supervise, guide, and direct the activities of a crew of maintenance and or tow service employees. This includes overseeing the employees working on seven different toll bridges on a twenty – four hour basis. Maintenance Supervisor works with Tow Lead workers on communication techniques and liaison in the District Communications Center. Propose updates to policy and procedures to meet our current operational needs. The incumbent also plans, schedules, directs and assigns the work of a crew. This includes scheduling work according to deadlines, training employees and evaluating their performance and taking or recommending appropriate action.
25%	E	Conducting tailgate meetings every ten days including storm water and current maintenance instructions. This includes the review and resolving of issues dealing with storm water.
15%	E	Conduct cost analysis and indicate needs that would require work to be contracted out and provide a justification for the reason for the expenditures.
5%	M	Perform daily accounting of crew expenditures i.e., daily time sheets, monthly computations and other duties as required by the Area Superintendents and Region Managers.
5%	M	Complete 6 month vehicle inspections, review and sign pre-operational / post-operational forms and schedule equipment repairs as needed.

¹ESSENTIAL 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

The incumbent plans, schedules, directs and assigns the work of a crew. This includes scheduling work according to deadlines, training employees and evaluating their performance and taking or recommending appropriate action. Supervision is direct and continuous.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires the knowledge of approved methods, materials, tools and equipment required to safely completing the tasks as described above. Ability to read writes and converses in the English language at a level appropriate to the classification. It is desirable, not mandatory to have a class "A" Drivers license. The incumbent must possess a valid

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class "C" Drivers license.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incorrect decisions or error in judgment could result in improper work practices that may endanger the safety of both Caltrans employees and the public. Many of the issues are often of an extremely sensitive and confidential nature, which have an impact on all District Maintenance employees. A serious error could result in an employee grievance, possible violation of health and safety standards, not meeting Maintenance program objectives, or extensive legal/monetary liability.

PUBLIC AND INTERNAL CONTACTS

The nature of a Supervisor's work is such that it requires working in close cooperation and communication with other crew's members, State Agencies and at times the traveling public. They are responsible to ensure that the activities of their crew(s), which are highly visible to the traveling public, project a favorable image at all times. The Supervisor's the direct public contact is when handling claims for damage to bridge patrons' vehicles or in handling roadway emergencies. Their proper handling of these situations forms positive public opinion concerning the merit of public employees.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical agility and physical fitness is a must to work on structures under continuous adverse weather conditions. Vision and hearing must be normal, or corrected to normal. Willingness to work rotating shifts including weekends, and to work at extreme heights from suspended scaffolding. Must be physically able to use specific types of respirators required for the various types of work.

WORK ENVIRONMENT

- *Extreme Weather Conditions
- *Heights over 250 Feet
- *High Wind Conditions
- *Working Around Fast Moving Equipment
- *Working Around Fast Moving Traffic
- *Work inside Bridge Structures
- *Work Suspended Under Bridge Structures
- *Work in Confined Spaces
- *Work Around Paint and Solvents
- *Work Around Lead Base Paints

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