STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Bridge Mtce. Supervisor	11/Maintenance/East Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Brdge Crew Supervisor	911-610-6310	05/2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the direction of a Caltrans Maintenance Area Superintendent, supervises and works with a crew of maintenance personnel engaged in various bridge maintenance activities. the normal work week is Monday through Friday 7:00 a.m. to 3:30 p.m. The Supervisor is out-of-town with the crew approximately 5 weeks per year, in week-long increments. Incumbent may be required to work overtime without notice when an emergency occurs late in the shift or when necessary to complete an operation:planned overtime for ongoing emergencies or operations which cane be done only at night or on weekends; and call outs. This Supervisor possesses unique expertise; s/he and crew must be available as needed for bridge repair emergencies throughout the district. A valid class license is required while performing duties associated with maintaining the State Highway System.

The preponderance of the work is performed at heights and may require the use of harness, lanyard or other fall protection.

This position is not represented under the collective bargaining. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Assigns work, gives instructions and maintains discipline, evaluates subordinates' performance and takes or recommends appropriate action. Trains subordinates. Assures safety practices and Best Management practices. Supervisor assures safety of the crew and Supervises and work with a crew performing these typical duties: drainage systems; pier and fender maintenance; mud jacking approaches; replacing spalled or damaged concrete; repairing bridge decks and deck joints; repairing timber structures; cleaning and repairing bridges for the traveling public. Requires working at heights from a persona basket or Snooper. Overseas operations, proper use of tools and equipment; gives instructions and trains subordinates. At the job site, evaluates traffic and/or emergency situations and take appropriate action; may consult with law enforcement officials at accident scenes.
25%	E	Working from mostly Bridge Reports, the Supervisor prioritizes work to be done on a district-wide basis based on need and best utilization of available resources. Plans jobs, prepare and submits closures to Traffic for approval, arranges Mazeep; orders materials schedules deliveries. Works closely with the district Bridge ABME's. Is solely responsible for entering all Bridge Report completed work done within the district into BIRIS. Also inspects bridge hits, writes damage reports, inspects minor structures.
10%	E	Makes reports on progress of work, and labor, equipment and material used. Responsicble ofr entering all information into IMMS as well as BIRIS. Oversees that equipment is kept in good repair and properly operated and maintained. Investigate all Maintenance Service Requests and or citizen complaints and communicate finding with appropriate parties.
5%	M	Other duties as required may communicating with City Governments regarding compliant or other bridge related matters.

[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

Incumbent supervises, schedules and directs the work of highway & landscape personnel.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:
*Materials, methods and equipment used in the highway construction, maintenance and repair of steel, concrete and timber bridges, bridge structures and minor highway structures-includes carpentry, welding, painting and work with steel, cement and epoxy.
*Operation and maintenance of equipment and tools used in highway maintenance provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles.
*Rules and regulations pertaining to bridge structure mainenance preactices, including placing of closures, accident and fire prevention techniques.
*Principles of effective supervision
*Supervisor's responsibilities for promoting equal opportunity in hiring, employee development and promotion, and for maintaining a work environment from of discrimination and harassment.
*Basic occupational safety and health regulations; department safety and health policies and procedures; a intermediate knowledge of safe work practices; a supervisor's role in maintaining as effective injury and illness prevention programs.

Ability to:
*Plan, organize and direct work of others
*Operate bridge construction and maintenance equipment
*Detect unsafe conditions and practices, and plan, organize, conduct and evaluate safety training programs
*Interpret work from plans, drawings, reports and specifications
*Assist in work related to the maintenance of highways and structures
*Prepare preliminary budget estimates and reports
*Inputs records of employees' time and materials and equipment into IMMS
*Inputs work completed into BIRIS
Analyze situations accuratley and adopt an effective course of action
*Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
*Communicate successfully with supervisors, subordinates, other agencies and the public verbally and in writing

Prioritizes work district wide based upon Bridge Reports supplied by the ABME's. Reviews sires, analyzes current traffic volumes, takes traffic counts and considers the experience of other to determine whether work can be done during the day, at night or on weekends; schedules bridge maintenance with other planned closures when possible. Relying on best judgment, availability of personnel and overtime, prepares and submits multiple proposals to Traffic for approval; requests Mazeep. If closure isn't approved and proposed, must substitute other work. Keeps records to assist in future analysis.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgement and decisions can affect the safety of the crew and the public, result in equipment misuse, tort liability, or employee grievances.

PUBLIC AND INTERNAL CONTACTS

Contacts by phone and e-mail with the public and representatives of City government regarding complaints and other bridge matter. In emergency situations, works closely with representatives of other agencies. Routine contact with region office staff and other maintenance Supervisor's; frequent contact with District office staff. Necessary to achieve a professional, business-like relationship with the public and fellow employees.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is done adjacent to or over traffic and at heights. Incumbents must hear at a level sufficient to hear warning shouts and backup bells. Incumbent must possess peripheral vision to be aware of changes in surroundings, and sufficient night vision to respond to call-outs after hours. Working with the crew, training subordinates, and responding to call-outs require prolonged standing; prolonged bending, stopping, kneeling or working overhead; loading/unloading materials of 50 pound sacks, occasionally, 2-4 people will move 200 pound bridge rail.

The Supervisor has a pivotal role in maintenance the moral of the crew. Requires the ability to develop and maintain

cooperative working relationships; respond approximately to difficult situations (irate citizens or employees); recognize and respond appropriately to emotionally-charged issues or problems; respond to unusual situations, keeping in mind at all times the safety of crew and traveling public.

Planning future work requires concretion, flexibility and the ability to withstand frustration while maintaining a professional demeanor. At the job-site, the Supervisor must make him/herself aware of potential hazards and all job components-traffic control, each crew member's participation, quality of materials, changes in weather conditions, equipment performance, and evaluate/compensate/ adjust accordingly. Depending on the job, this level of mental activity may be required 8-12 hours, longer in emrgencies.

WORK ENVIRONMENT

Most work is done outdoors, where incumbent will be expected to these environmental conditions:

Various equipment and machinery, passing high speed traffic (blown dust and cement, exhaust fumes, high disabels of noise)
Working at heights from a personal basket or snooper or with a harness & lanyard.
Extremes of heat and cold, incliment weather
working at night or on weekend

Personal safety requirements include but are not limited to:

*A serviceable leather work boot specifically fabricated for use in highway construction or maintenance activities.
*Either long of short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts of coats
*Long pants, NO shorts of cutoffs
*Provide safety gear--hard hat, safety glasses, hearing protection devices, face shields, gloves, fall protection devices, or other safety gear--must be worn when required by the department.

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