

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Caltrans (CT) Highway Mechanic Supervisor	DISTRICT/DIVISION/OFFICE 32/Equipment/Shop 11/3235	
WORKING TITLE CT Highway Mechanic Supervisor	POSITION NUMBER 932-031-6828-_____	EFFECTIVE DATE

As a valued member of the California Department of Transportation (Caltrans) team, you make it possible for Caltrans to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; 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:

Takes direction from a Highway Equipment Superintendent I, II or III. Supervises a force of mechanics, helpers and apprentices engaged in constructing, servicing and repairing automotive, construction and highway maintenance equipment. May be assisted by a CT Heavy Equipment Mechanic Leadworker. Keeps records, establishes training programs, implements departmental policies, and prepares tool and equipment budgets, makes estimates for equipment repairs, improvements and disposal. Makes decisions regarding the repair, use and transportation of equipment. Acts in the absence of the Highway Equipment Superintendent. Directs the efforts of shop and field personnel. Maintains a safe work place. Maintains a good working relationship with outside vendors while insuring quality and timely repairs. Works closely with district personnel to maintain Caltrans equipment in a safe and operable manner. Works with other State agencies to promote the economical use of equipment.

TYPICAL DUTIES:

Percentage/Job Description
Essential (E)/Marginal (M)

- 30% (E) In a shop setting, assigns work, gives instructions, maintains discipline and passes upon difficult mechanical problems in connections with the supervision of the work of a group of mechanics, fusion welders, and helpers engaged in constructing, repairing and maintaining automotive and highway maintenance and construction equipment. May supervise and be assisted by a Heavy Equipment Mechanic Leadworker.
- 30% (E) Supervises shop and field mechanics in both mechanical repair and preventative maintenance related activities.
- 20% (E) Compiles estimates of cost on proposed repairs, keep records of work in progress, checks time cards and stock disbursement records, checks requests for needed supplies and parts.
- 05% (M) Using the computer, opens and closes work orders, checks mechanics' time and tasks for accuracy into the Fleet Management System (FMS), retrieves and works with various FMS reports, uses a personal computer to a minimum extent as a tool for managing.
- 05% (M) Advises operators regarding the handling of their equipment.
- 05% (E) Assists in the preparation of various budgets, i.e., tools, equipment and facilities.
- 05% (M) Coordinates both the shop and facilities upkeep.

SUPERVISION EXERCISED OVER OTHERS

Supervises several field and shop mechanics, and may supervise a Heavy Equipment Mechanic Apprentice and a Heavy Equipment Mechanic Leadworker.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of tools, materials, and methods of construction, overhaul and repair of automotive and heavy equipment. Understand drawings and blueprints, proper handling and disposal of hazardous materials; basic occupational safety work practices to protect their own health and safety and the health and safety of others. Have knowledge of Cal-Osha regulations and vehicle requirements, be able to read and write.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Inaccurate estimation of repairs or poor judgment in making repairs or assembly of equipment could result in damage, costly re-work, or loss of equipment, and could create a safety hazard causing injury to state employees or the general public.

Incumbent is responsible for his/her actions, decisions, quality of completed work, and proper use of state time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

This position has been designated as safety sensitive in accordance with Department of Personnel Administration Rules 599.960 and 599.961. Use of alcohol and/or drugs that impede the employee's ability to perform his or her duties safely and effectively could clearly endanger the health and safety of others, resulting in injury and or death.

PUBLIC AND INTERNAL CONTACTS

Extensive contact with shop mechanics, field mechanics, district employees and vendors.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Work would include but not limited to; heavy lifting, stooping, standing for extended periods, bending and climbing on equipment with body positions that require strength, agility and flexibility. Incumbents must be able to function under stressful situations during peak workloads such as storm season and remain cooperative with coworkers, follow direction and remain customer oriented.

Will be required to wear safety equipment including eye protection (safety glasses), ear plugs, safety vest, and hard hat. Must be able to wear protective clothing as required and furnished by the Division of Equipment

WORK ENVIRONMENT

Incumbents for this position will be working as a Supervisor with a crew of Heavy Equipment Mechanics in a State Equipment Shop. This type of work environment could include items that may possibly have adverse health affects including but not limited to; loud noise, dust, dirt, oils, solvents and cleansers, lead paint, welding fumes and gas and diesel engine smoke. Will be required to enforce employee safety policies. Changing shifts and overtime may be required during high workloads such as storm seasons along with extreme changes in weather temperatures.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print)

Employee signature

Date

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

Supervisor Name (please print)

Supervisor signature

Date