

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS MAINTENANCE AREA SUPERINTENDENT	DISTRICT 01 / FIELD MAINTENANCE	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS MAINTENANCE AREA SUPERINTENDENT	901-XXX-6282-XXX	08/18/2015

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:**

Working under the direction of the Caltrans Maintenance Manager II, the incumbent provides general supervision and oversight of all maintenance supervisors, crews and activities within the assigned area of responsibility. Valid driver's license required.

**TYPICAL DUTIES:**

Percentage		Job Description
40%	E	Essential (E)/Marginal (M) <sup>1</sup> Assigns work, gives direction to, and maintains discipline among subordinate crew supervisors, assists subordinate supervisors with implementing work plans and schedules, meeting deadlines, assists subordinate supervisors addressing disciplinary issues timely, develops estimates for regular and special maintenance and minor improvement work, which includes extracting and evaluating data from various reports, assures maintenance activities and projects are within, and do not exceed funding requirements. Identifies and submits plans for Major Maintenance and Day Labor projects. Assures compliance with departmental policies among subordinate staff and responsible for verifying that accurate records are input the Integrated Maintenance Management System (IMMS) by subordinate supervisors, including regular time worked, overtime worked equipment and material usage. Allocates maintenance resources within assigned area and maintains expenditures within funding allocations. Communicates the status and needs of the area to the Maintenance Manager II. Assures that Levels of Service are maintained and directs or redirects resources as necessary. Responsible for assuring the accuracy of all data that is input into the Maintenance Management System for their area. Efficiently balances priorities among all available resources including regular staff, intermittent staff, overtime, service contracts, and construction projects, operating expense, rented and departmental equipment. Reviews equipment usage reports, assigns and redirects equipment to assure compliance with all departmental equipment usage policies. Assures that all business communications are directed through the region office and Maintenance Manager.
10%	E	Conducts presentations for a diverse audience, creates written reports for the Maintenance Manager on the progress or status of programs in his/her area. Responds to information requests from headquarters and outside branches and agencies of government. Public contact with officials and citizens regarding highway concerns and complaints within his/her area. Works cooperatively with other agencies (California Conservation Corps, California Department of Forestry, Sheriffs' department, Forest and Park Service, etc.), that may, through various types of programs and/or agreements, provide assistance to Caltrans. Makes public appearances and presentations on behalf of the Department. Responds (often in writing) to public and private inquiries. Recognizes and takes positive action to ensure the highest possible departmental image is maintained. Provided responsive and timely service to the Department's customers.
10%	E	Prepares or supervises the preparation of the work involved in requisitioning materials and supplies. Prepares or supervises the preparation of reports covering labor, equipment, and materials used, including storm damage. Completes purchase requests in AMS and assures proper approvals are received prior to purchases being made..
10%	E	Winter Operations is a high priority during the winter season. Incumbent is expected to be on the job during significant (but not all) winter events. Takes an active part in determining the amount of personnel necessary, equipment needs and use, and overtime hours worked. Irregular shifts

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- during the winter season may present complex problems that require control, supervision and discipline. Incumbent is expected to maintain control and discipline through subordinate supervisors and as much as possible, promote a high state of morale amongst employees. Must have knowledge of the proper methods of snow removal, deicing and anti icing methods and ascertain that the appropriate methods are being followed. Has an integral role in coordinating when chain controls are in effect and communicating all changes to the highway system to dispatch and the Maintenance Manager.
- 5% E Recruits, interviews and selects candidates to fill vacant positions. Trains, and evaluates the performance of subordinates, recommends personnel actions as appropriate and provides safety training to all employees. Responsible for all training and career development of subordinates. Prepares or supervises the preparation of the work involved in requisitioning materials and supplies.
- 5% E Communicates recommendations for equipment, material, personnel, telecommunications and budget needs to the Maintenance Manager. Assigns equipment, evaluates operating efficiency and has overall responsibility for proper use and care, including reviewing equipment management information such as pre-operational and post-operational inspection forms and Biennial Inspection of Terminal (BIT) reports.
- 5% E Slide Removal and Storm Damage Repair is high priority, yet sensitive function of this position. Incumbent, working through subordinate supervisors and the Maintenance Manager, will be expected to make timely and proper decisions regarding need for road closures, methods of dealing with the incident, and above all else, protect the safety of the employees and the public, while making efforts to open roadways as soon as possible.
- 5% E Major Traffic Incidents occurring within the area may also require the presence of the incumbent. Good judgment from the incumbent, as well as direction from the Maintenance Manager will determine when or if, presence is required.

<sup>1</sup>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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This is a supervisory position. Incumbent will be first line supervisor to five Caltrans Maintenance Supervisors who in turn supervise crews of varying sizes. Coordinates various service contracts and special programs. Occasionally acts on behalf of the Maintenance Manager II.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of materials, methods, tools, and equipment used in highway maintenance; the Maintenance Management System, rules, regulations and procedures for the procurement of materials, goods, and services; rules and regulations of personnel administration and accounting; and principles of effective supervision and personnel practices. Must be knowledgeable with and enforce departmental law, rule, regulation and policy. Must be thoroughly competent in the use of the English language, mathematics, public speaking, and written communication. Must understand and use computers in the conduct of official business. Must have working competency in word processing, spreadsheet, and e-mail systems.

Possession of a valid Driver License.

Ability to supervise and direct the work of subordinates.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

Must be able to analyze information provided by the Maintenance Management System; make cost estimates and reports; analyze reports, rules and regulations, and apply to planning, budgeting, cost control, equipment and personnel needs, and work scheduling.

By implementing and using the five leadership practices of Model the Way, Inspire a Shared Vision, Challenge the Process, Enable others to Act and Encourage the Heart you help develop and foster a positive work environment for all. Working cooperatively with team members and others; treating others fairly, honestly and with respect; and being

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accountable for your actions are important to the department, district and each member of the team, as well as those we serve.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may endanger State workers and/or the public. Error may also create a waste of valuable resources, including limited taxpayer dollars through extra expense in the maintenance of highways, or damage to State equipment, property and facilities. Failure to make timely and proper decisions could endanger human lives and property, and result in lawsuits.

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## PUBLIC AND INTERNAL CONTACTS

Contact by phone, letter, and in person with State employees, other government agencies, and private citizens, concerning accidents, and other emergency situations, status of work, complaints, and procurement. Has daily contact with subordinates and co-workers, frequently regarding sensitive issues. Is required to project a professional and businesslike image, and develop and maintain effective working relationships.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must have the ability to refrain from insubordination, follow supervisor's instructions, "get along" with supervisors and co-workers, avoid violent behavior, understand and follow Caltrans policies, and avoid disruptive or harassing behavior.

Some of this position may occasionally be labor intensive. Incumbent must have physical ability to react quickly to errant motorist. Must be able to work long hours under sometime severe conditions.

Hearing should be adequate 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. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

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## WORK ENVIRONMENT

This position requires extensive travel throughout the assigned area, in addition to occasional travel to other parts of District 1 and elsewhere in the State. Emergency response and work at night and weekends will be required as needed.

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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.)

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EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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