

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent	OFFICE/BRANCH/SECTION District 02/Field Maintenance Region/Special Crews	
WORKING TITLE Caltrans Maintenance Area Superintendent	POSITION NUMBER 902-610-6282-XXX	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:

Working under the direction of the Caltrans Maintenance Manager II, the incumbent provides general supervision over operations of all maintenance crews and activities within the assigned area of responsibility.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
25%	E	Assigns work, gives direction to, and maintains discipline among subordinate crew supervisors, develops estimates for regular and special maintenance and minor improvement work, which includes extracting and evaluating data from IMMS reports, as Major Maintenance Projects. Responsible for the management and coordination of the Integrated Maintenance Management System (IMMS). Responsible for the allocation of maintenance resources within area of responsibility in order to adequately respond to the needs as they arise and assure that levels of service are maintained. Shall spot check the inventory review for accuracy and provide any needed support during inventory reviews. Generally responsible for assuring the accuracy of all data that is input into the Maintenance Management System for their area. Efficiently utilize and balances priorities among all available resources including regular staff, intermittent staff, overtime, service contracts, construction projects, operating expenses, rented and departmental equipment, and other Caltrans staff.
20%	E	Makes verbal and written reports to the Field Maintenance Manager on the progress of or status of programs in his/her area and responds to requests for information from headquarters, other Branches and other Agencies, make public contacts regarding highways in his/her area. Works cooperatively with other agencies e.g. California Conservation Corps, California Department of Forestry, various county Sheriffs' departments, etc. that may, through various types of programs and/or agreements, provide assistance to the State in the attainment of its highway maintenance program. Makes public appearances on behalf of the Department and responds, often in writing, to public and private inquiries. Recognizes and takes positive action to ensure the highest possible departmental image is maintained. Is responsive to the needs of the Department's customers.
20%	E	Selects, trains, and evaluates the performance of subordinates, takes or recommends personnel actions as appropriate and provides safety training and supervision. Responsible for all training and career development of subordinates.
10%	E	Snow Removal is a high priority item during the winter season. Incumbent will be expected to be on the job during any significant snowstorm. They will take an active part in determining size of crews needed, equipment placement and use, and hours worked. Irregular shifts during the winter present problems with control, supervision and discipline. Incumbent will be expected to maintain

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control and discipline through their supervisors and at the same time promote a high state of morale among the workers. They are expected to know the proper methods of snow removal ice control and ascertain these methods are followed. They will take an active part in coordinating when chain controls are in effect and at what level.

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| 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. |
| 5% | E | Slide Removal and Storm Damage Repair is also a high priority and a very sensitive part of the job. Incumbent, working with their supervisors and Maintenance Manager, will be expected to make timely and proper decisions regarding need for road closures, methods of dealing with the problem, and above all else, how to safely get the road open to traffic as soon as possible. |
| 5% | E | Major Incidents occurring within the area will also require the presence of the incumbent. Their good judgment as well as direction by the Maintenance Manager will determine when their presence is required. |
| 5% | E | Submits recommendations for equipment, telecommunications and maintenance budgets for their area; assigns equipment, evaluates its operating efficiency and has overall responsibility for its proper use and care, which includes reviewing equipment management information such as pre-operational forms and Biennial Inspection of Terminals (BIT). |

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

Receives direction from the Maintenance Manager II in carrying out assigned duties for the Maintenance Branch.

This is a supervisory position.

Incumbent will be first line supervisor to six Caltrans Maintenance Supervisors who in turn supervise crews of varying sizes totaling 40 or more employees.

Manages and directs various service contracts and special programs. Will occasionally be acting for the Maintenance Manager II.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; operation of a maintenance area; and the maintenance of equipment and tools used in highway maintenance and snow removal;

Must have thorough knowledge of the operating characteristics of the Maintenance Management System, rules, regulations and procedures used in highway maintenance.

Must have knowledge of procurement of materials, goods, and services; rules and regulations of personnel administration and accounting; and principles of effective supervision and personnel practices.

Must be thoroughly competent in the use of the English language, mathematics, public speaking, and written

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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 Class C California Driver License.

Ability to supervise and direct the work of subordinates.

Ability to work effectively alone or with others.

Ability to analyze various work situations accurately and make sound decisions.

Ability 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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may endanger State workers and/or the public. Error may also cause a waste of time and waste of tax 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.

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.

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 is 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.

WORK ENVIRONMENT

This position requires extensive travel throughout the assigned area, in addition to occasional travel to other parts of District 2 and elsewhere in the State. Emergency response and work at night and weekends will be required as needed.

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE