

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent	OFFICE/BRANCH/SECTION D-3 Sunrise Region Office	
WORKING TITLE Maintenance Safety Officer	POSITION NUMBER 903-659-6282-XXX	EFFECTIVE DATE 11/06/2014

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 direction from the Maintenance Manager II, this position is responsible to research and address safety and health issues raised by Maintenance employees and provide reports to management; serve on various multi-disciplinary committees; perform field safety reviews; attend tailgate safety meetings; act as safety representative for Maintenance in the planning phase for project development; incumbent must possess knowledge of the Caltrans training process including the Learning Management System (LMS), Integrated Maintenance Management Systems (IMMS) for proper safety charging practices; investigate accidents and participate on Accident Review Teams, and Levels of Service (LOS). Incumbent will present safety-related training to maintenance personnel. The ability to effectively utilize written and oral communication skills is essential. Must possess a valid drivers license.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Review and evaluate the safety of field employees Conduct research and prepare reports on safety issues raised by field Maintenance employees. Perform three field safety reviews per week and discuss non-compliant activities with the Maintenance Area Superintendent/field Supervisor. Conduct accident investigations and serve as Maintenance's representative on Accident Review Teams. Attend tailgate meetings weekly to review and discuss safety topic and /or close call incidents which have occurred in the District or other Districts and review proper safety charging practices in IMMS. Conduct District Maintenance facility safety inspections.
20%	E	Accident and injury review Review personal injury and vehicle accident records and recommend corrective action. Recommend changes in methods or procedures that would contribute to a reduction in accident and injuries.
20%	E	Training Will provide training to Maintenance employees on Chapter 8 of the Maintenance Manual and other training to district personnel in conjunction with HQ Safety including, but not limited to fall protection, hearing conservation, confined spaces, etc.
5%	E	Hazmat Will make recommendations for change or improvements. At the request of the responsible person in charge, the incumbent will assist with major incidents such as HazMat episodes, natural disasters and raffic accidents; by advising crews on the scene of any changes or precautions for traffic control or individual safety unique to the situation.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

5% E Committee Activities

Work with various committees, such as but not limited to, IUOE/Caltrans Safety Committee, District Accident Prevention Committee, Warehouse Advisory Committee, and Technical Advisory Groups which rely on Maintenance safety input for trying out different materials, methods, or equipment. Attend the statewide District Safety Officers Conference and other training that may be needed to maintain expertise. Act as safety representative for Maintenance in the planning phase for project development (pre-construction meetings).

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

This position has lead-level functions within the scope of the listed duties but has no direct supervisory responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Must have a thorough and practical work and technical knowledge of the work performed by maintenance personnel, will require written and personal contact with all levels of maintenance management. Incumbent must have an ability to coordinate activities with other functional units, Caltrans Districts, state and federal agencies.

Abilities: The incumbent must possess knowledge of the Caltrans training process including mandatory and job required training for field and office staff which includes scheduling, enrolling, documenting attendances and input into the Learning Management System (LMS). Knowledge of the various databases is necessary for successful job performance. Databases include IMMS, LOS, LMS, TRAMS, etc.

Analytical: The incumbent must have the ability to utilize a variety of analytical techniques to respond to complex maintenance, operational, and safety issues centered in this unit. Incumbent must have the ability to make value judgments in recommending priorities and resources.

Possession of a valid drivers license is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Mismanagement or error in the described duties could result in improper work practices that may endanger the safety of both Caltrans employee and the public.

PUBLIC AND INTERNAL CONTACTS

Incumbent will be called upon to represent the Division of Maintenance with all levels of Caltrans management in the district with regards to worker safety issues. Incumbent will represent the Division in dealing with other state agencies, i. e. CHP, Cal-OSHA, ORIM, etc.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be able to physically perform field reviews of maintenance operations and equipment, including, but not limited to working in close proximity to high-speed traffic. Incumbent will be required to investigate serious and fatal employee accidents and must have the ability to remain composed, unemotional, and focused on the task of reviewing unpleasant accident sites and interviewing emotionally-charged witnesses. Incumbent must possess strong reasoning and investigative skills in order to lead and/or assist in said accident investigations. Public speaking skills are required. Incumbent must be comfortable speaking in front of both small and large audiences.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employee will be required to travel district wide, work outdoors and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold. May perform work requiring irregular hours, including night shifts, weekends and holidays. Incumbent is on call for and respond to incident involving Maintenance personnel.

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
