STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS MAINTENANCE AREA SUPERINTENDENT	04/MAINTENANCE/TOLL BRIDGE REGION	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CMAS (SPECIALIST)	904-670-6282	05/23/2014

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: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

In the Toll Bridge Region, under the general direction of the Maintenance Manager I, will perform duties as a Caltrans Maintenance Area Superintendent (Specialist), responsible for assisting the Maintenance Manager in various administrative functions for the region. Areas of responsibility will include but not be limited to: Contract Manager, Training, Storm Water & Emergency Response Coordinator, and D-4 Snow Personnel Coordinator. Must be willing to work non-traditional work schedules to accommodate special events or projects that effect the Region or Caltrans. Valid driver license required, possession of a California Commercial Class "A" Drivers license is desirable.

Under direction of the Maintenance Manager I, the Superintendent (Specialist) has considerable latitude of independent action, supervision received is not subject to direct and continuous control. The Superintendent sets work priorities and establish line of coordination to accomplish his/her function, and is expected to keep the Maintenance Manager informed of all-important issues effecting the region. The Superintendent may be asked to assume Manager duties in the event of their absence.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M)[1]	Job Description
50% (E)	Responsible for developing and administrating service, Minor B and emergency contracts, including Visa credit card agreements necessary for the repair and maintenance of all Toll Bridge Region facilities. He/She will process all necessary paperwork and also initiate appropriate action and correspondence to contractors and vendors for non-compliance with contract specifications.
35% (E)	Act as coordinator in the following categories: Training, Storm Water, and Business Plans, Above Ground Tanks, Employee Safety Suggestions, Emergency Response Coordinator & Maintenance/Landscape Correspondence courses. He/She will also maintain the "Spill Prevention Control and Countermeasure Plans" (SPCCP) for designated fuel sites in the region. He/She will also be responsible for ensuring that all facilities within the region are in compliance with all Caltrans policies and directives, and that employees receive all mandated training classes.
10% (E)	Serve as the District 4 Snow Coordinator in sending District 4 personnel to the snow. On occasion, inputs data into the computer and assist in the transmitting of all electronic lane closure request from supervisors in the Region on a weekly basis. He/She will also attend regularly scheduled Storm Water meeting at the District Office.
5% (M)	May be asked to attend other meetings as a representative of the Maintenance Manager. May cover for supervisor during emergency absences.

[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

This position does not supervise. Will act as lead providing guidance over various staff as Specialist Coordinator.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

It is desirable, but not required that the incumbent have knowledge of materials, methods and equipment used in the construction and maintenance of highways and structures, characteristics of heavy equipment and good judgment in handling heavy traffic situations. The implementation of emergency traffic control measures, knowledge of rules and regulations pertaining to highway maintenance and emergency roadway practices. Must have computer skills and knowledge of various software programs. Good communication skills and tactfulness in dealing with the public, private contractors, District Office personnel, as well as the Maintenance Managers, Area Superintendents an other state employees, rules and regulations pertaining to the inspection and enforcement of encroachment permits. Ability to review the work of others, analyze information provided by Maintenance Management Systems, make cost estimates and progress reports of labor, materials and equipment. Knowledge of R-103's, Bridge and completion reports, understand and interpret bridge engineering as-built, drawings, plans, map and layouts. Analyze Situations accurately and adopt an effective course of actions to correct any situation, prepare clear and comprehensive reports and dictate correspondence. Possession of a class A license is desirable but only a class C is required.

Determine capabilities and limitations of the various types of equipment used in bridge maintenance and roadway service, interprets engineering drawings and specifications, keep accurate job and personnel records and prepare comprehensive reports.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incorrect decisions or error in judgment could result in improper work practices that may endanger the safety of both Caltrans employees and the public. Many of the issues are often of an extremely sensitive and confidential nature, which have an impact on all District Maintenance employees. A serious error could result in an employee grievance, possible violation of health and safety standards, not meeting maintenance programs objectives, or extensive legal/monetary liability.

When in an emergency, the incumbent would be highly visible to the media. Failure in judgment could seriously affect the state's image and credibility.

PUBLIC AND INTERNAL CONTACTS

The position has extensive internal and external contact within the department and District. Other public contacts may be with local or other State or Federal agencies, to assure the coordination for the smooth and safe operation with the minimum of inconvenience to the traveling public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to gather, assimilate, and analyze information from numerous sources based upon knowledge of Maintenance Equipment and Operations. Must possess the physical agility and fitness to work structures under adverse weather conditions and at extreme heights. Must be willing to respond to emergency situations 24/7; may work irregular work weeks. Must have the ability to analyze various situations accurately and develop/recommend sound alternatives. Must have the ability to develop and maintain good relations.

WORK ENVIRONMENT

May be required to work in dust; extreme weather conditions; around loud noise and moving traffic & equipment. When at the District Office, will work in a climate-controlled environment under artificial lighting.

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