

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS MAINTENANCE AREA SUPERINTENDENT	04-MAINTENANCE/TOLL BRIDGE REGION	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS MAINTENANCE AREA SUPERINTENDENT	904-670-6282	

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 the general supervision of the Region Manager, the Caltrans Maintenance Area Superintendent is responsible for the supervision of Supervisors having responsibility for Landscape and Maintenance crews. The incumbent will be responsible to ensure the proper maintenance of the highway traveled way, roadside and landscaped areas of the East Bay Region in a safe and efficient manner. They will also be a Contract Manager for the development, administration and oversight of Service Contracts, Minor B Contracts and other types of contracts necessary for the repair and maintenance of the Regions inventory and facilities. The Incumbent will be required to operate vehicles requiring a valid Class C driver license issued by the Department of Motor Vehicles. Incumbents work hours will be 0730 to 1600 Monday through Friday. To help the Department with scheduling, incumbents may be asked to work alternate work shifts such as but not limited to 9/80, 4/10, work nights or weekends. May be required to work overtime, including weekends/holidays and be available to respond after hours to emergencies calls, hazardous material spills, storms, or special project.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Plans activities of assigned highway/landscape maintenance units to determine staffing, equipment, and materials needed to accomplish the work by: Working with Supervisors to schedule crews on a daily, weekly, and monthly basis; Estimating and authorizing quantities of materials; Allotting time needed to accomplish the work; Procuring and scheduling equipment; Coordination with other areas to share manpower and equipment and monitoring work in progress and cost.
20% E	Develops an annual maintenance plan and manpower needs assessment for an assigned area to provide the Region Manager II with information for budget development by: Working with Supervisors to inspect the area to determine what work needs to be done and to recommend types and quantities of material; inspecting facilities to determine repairs and enhancements; recommending maintenance project priority; monitors area budget to ensure that allocations are expended but not exceeded. Working with Supervisors to ensure that they provide training and work direction approving leave request and time sheets in a timely manner; addressing staff problems and determining disciplinary action; conduction performance appraisals and completing performance document.
10% E	Reviews and monitors the Regions Warehouse Inventory, purchases, contracts, shipping and receiving for an efficient operation, establish proper safety levels and compliance with necessary purchasing and ordering documents. Develops, administers and oversee Service Contracts, Minor B and other contracts within his/her area of responsibility or as directed by the Region Manager II. Monitors Service Contracts for contractors compliance with contract provisions and encumbrance/ expenditure status. Oversee the proper invoicing, receiving of services and recording of expenditures.
10% E	Coordinate all formal training in the Region. Communicate with Superintendents and Supervisors to schedule employees for training classes as required. Analyze coursed offered and identify need for classes based on mandated courses and target audiences. Maintain training records for all employees in the Region. Provide training history documentation to Supervisors for training records compliance
10%	Coordinate all efforts for CCC, CDCR Parolee and Adopt-A-Highway Program for the Region. Provide instruction and direction to Region Supervisors for administration of these programs, proper documentation, Volunteer program oversight and volunteer program training and equipment distribution.

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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

The Caltrans Maintenance Area Superintendent is responsible for the direct supervision of Caltrans Supervisors having varied disciplines with some having local areas and others having Region responsibility.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have knowledge of the Departments policies, procedure, Directives, Memorandums and District 4 Maintenance Instruction. Must have considerable expertise of the District Communication Center operation. Incumbent must have the ability to communicate clearly and concisely, orally and in writing. The incumbent must be able to conduct meetings and train Maintenance employees the procedures and protocols on proper radio etiquette.

Incumbent must be able to identify problem areas, investigate, draw valid conclusions and make recommendations to management. The incumbent must be able to analyze and interpret laws, policies and procedures pertaining to the District Communication Center. Must have the ability to work independently as well as in a Team environment.

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 program objectives, or extensive legal/monetary liability

PUBLIC AND INTERNAL CONTACTS

The position has extensive internal contacts within the department, the District and the State. Other public contacts may be with local, City, County or Federal Communications Centers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will be required to sit for long periods of time. Incumbent will be required to work in front of a video display terminal for long periods of time. Shall be required to lift boxes, supplies, printouts and other training materials. The incumbent will be required to manage a high volume of paperwork, assignments, deadlines and complete the requirements efficiently. The incumbent will also be required to prioritize work assignments while under pressure. Physical agility and fitness is a must to work on structures under continuous adverse weather conditions. Vision and hearing must be normal, or corrected to normal. Willingness to work rotating shifts including weekends, and to work at extreme heights from suspended scaffolding.

WORK ENVIRONMENT

- Employee will work in a climate-controlled office under artificial lighting. Incumbent will be required to travel throughout the District.
 - Extreme Weather conditions
 - Heights of over 250 feet
 - High winds
 - Work around moving equipment
 - Working around fast moving traffic
 - Work inside Bridge structures
 - Work in confined spaces
 - Work around Lead paint and solvents
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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.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE