

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent	DISTRICT/DIVISION/OFFICE District 4 – South Bay Region - 730	
WORKING TITLE	POSITION NUMBER 904-730-6282	EFFECTIVE

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 regularly and on time; 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: Under the direction of a Caltrans Maintenance Manager I, the Foster City Area Superintendent is responsible as:

- **Adopt-A-Highway Program Coordinator**
- **Region Training Coordinator**
- **MAZEEP Coordinator**
- **CCC Program Administrator**
- **Warehouse Manager**

This position is responsible for the supervision of a group of Caltrans Supervisors with responsibilities for ensuring the proper maintenance of the traveled highway, roadside, and landscaped areas of the assigned area in a safe and efficient manner.

The Incumbent will also be a Contract Manager for the dealing with the development, administration and oversight of Service Contracts, Minor "B" Contracts and other types of contracts necessary for the repair and maintenance of the Region's 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. Incumbent's work hours will be 7:30 a.m. to 4:00 p.m., 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.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M)	
50% (E)	Plans activities of assigned Maintenance/Landscape 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; Coordinating with other areas to share manpower and equipment and monitoring work in progress and costs.
20% (E)	Develops an annual maintenance plan and manpower needs assessment for an assigned area to provide the Region Manager 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 see that they provide training and work direction; Approving leave requests and time sheets; Addressing staff problems and determining disciplinary action; Conducting performance appraisals and completing performance documents.

- 10% (E) Reviews and monitors the Region's 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 oversees all Service Contracts within his area of responsibility or as directed by the Region Manager. Monitors Service Contracts for contractors' compliance with contract provisions and encumbrance/expenditure status. Oversees the proper invoicing, receiving of the services and recording of the expenditures. Develops, administers and oversees other contracts, including Form 42 purchases and Minor "B" contracts.
- 10% (E) Coordinate all formal training in the Region. Communicate with Superintendents and Supervisors to schedule students for classes. Analyze courses 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 Unit Supervisors for Training Records compliance.
- 10% (M) Coordinate all efforts for CCC Program, Adopt-A-Highway Program and MAZEPP Program for the Region. Provide instruction and direction to Region Supervisors for administration of these programs, proper documentation, Volunteer program oversight, Volunteer program training and equipment distribution.

SUPERVISION EXERCISED OVER OTHERS

The Caltrans Maintenance Area Superintendent is responsible for the direct supervision of three Caltrans Maintenance Supervisors and one Caltrans Bridge Maintenance Supervisor and Warehouse operations.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Knowledge of the California Vehicle Code as it applies to the loading and operation of motor vehicles including commercial vehicles.
- Knowledge of State laws and agency rules and regulations pertaining to highway maintenance procedures and equipment operation of the assigned crews.
- Knowledge of proper traffic control procedures including highway signing, flagging, and cone placement to perform work safely and efficiently on busy highways.
- Knowledge of the Caltrans Service Contracts Manual, Master Service/Rental Agreements, and Emergency Contract Guidelines.
- Knowledge of the CT Acquisition Manual, Property Control Manual, and Cal-Card Handbook.
- Knowledge of the CT Adopt-A-Highway Program and Safety Program.
- Knowledge of the Statewide National Pollutant Discharge Elimination System (NPES) Permit, the Maintenance Storm Water Management Program, and the Storm Water Management Program Regional Work Plan.

- Knowledge of Hazardous Waste Manual, Hazardous Materials Regulations, Hazardous Material Contingency Plans, Material Safety Data Sheets, and Business Plans.
- Knowledge of mandated training required for Maintenance employees and knowledge of other job-related training available.
- Ability to access road conditions, hazards, and surfaces deterioration in order to determine the need for repair or corrective action.
- Ability to analyze organizational and operational problems and develop timely and economical solutions.
- Ability to establish program objectives or performance goals and to assess progress toward those objectives/goals.
- Ability to adjust to change, work pressures, or difficult situations without undue stress.
- Ability to communicate effectively, orally and in writing in English with a diverse group of people.
- Skills to use, operate, and maintain a wide variety of highway maintenance equipment, including proper methods and procedures for the type of material and activity on which the equipment is being operated.
- Skill to train others and evaluate progress.
- Skill to explain and implement new procedures, changes in operations, and revisions in law and policy to subordinates.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The Caltrans Maintenance Area Superintendent is responsible to carry out all safety requirements of the Department. Poor or inadequate decisions can be costly to the Department in terms of the usage of resources or in the need for additional maintenance resulting from work products of poor quality.

PUBLIC AND INTERNAL CONTACTS

The Caltrans Maintenance Area Superintendent may have daily contact with Supervisors, as well as the public, to provide information and to respond to complaints and emergencies in all areas of highway/landscape maintenance, incident response or dispatch. The Caltrans Maintenance Supervisor has frequent contact with higher level managers to review accomplishments and plan future activities. The Caltrans Maintenance Area Superintendent not only contacts other maintenance units regularly to coordinate equipment and personnel exchanges, but will also contact local government officials and law enforcement agencies that provide services.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The Caltrans Maintenance Area Superintendent will be required to wear safety equipment such as earplugs, hard hats, move heavy objects, stand or sit for prolonged periods. May also be required to bend, stoop, or kneel. May be required to assist in the clean up in the event of an accident involving drivers and/or hazardous spills. Must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses.

WORK ENVIRONMENT

The Caltrans Maintenance Area Superintendent is expected to work outdoors in all kinds of weather conditions, day or night, in normal or emergency conditions. The Caltrans Maintenance Area Superintendent is subject to sunburn, loud noise, dust, chemicals, and is surrounded by heavy equipment, hazardous materials and high-speed traffic.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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

DATE

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

SUPERVISOR

DATE