

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE CALTRANS MAINTENANCE AREA SUPERINTENDENT	OFFICE/BRANCH/SECTION SPECIALTY REGION 760	
WORKING TITLE CALTRANS MAINTENANCE AREA SUPERINTENDENT	POSITION NUMBER 904-760-6282	EFFECTIVE DATE 06/18/2014

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.)

Under the direction of a Maintenance Manager I, the incumbent is responsible for the direct supervision of a group of Special Crews Caltrans Maintenance Supervisors including the District-wide Culvert Inspection Crew and the District-wide Delineation Crews (Striping, Raised Pavement Markers and Pavement Markings). The incumbent is expected to supervise with limited over-sight, using his/her own judgment within limits of prescribed guidelines to ensure proper maintenance operations of the assigned areas in a safe and efficient manner. This position requires possession of a valid driver's license.

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)	Supervises field operations for the Delineation Crews of District 4's Specialty Region. Assists Maintenance Manager in staffing, training and allocation of resources; establishes and oversees uniform maintenance practices and level of service. Coordinates field maintenance activities with other departments, local agencies and vendors. Responds to public complaints and issues with other departments and other agencies. Responsible for overall planning and monitoring of workload levels, directing equipment and materials utilization. Ensures time-keeping is accurate and provides procurement needs.
25% (E)	Reviews, coordinates, and schedules the delineation installation with the geographical Maintenance Managers and the District's Construction and Traffic branches. Inspects completed work for compliance with installation orders. Schedules annual maintenance activities to account for the Annual Night Inspection (April 1st - May 15th) data. Performs regular field and safety reviews of maintenance and construction projects.
15% (E)	Prepares reports of work progress. Prepares or supervises preparation of reports covering labor, equipment, and materials used, reviews and insures that accident forms for damage are correct and uniformly submitted, reviews and inspects procedures and techniques to insure that equipment and other State property are properly protected and maintained, and reviews crews for timely completion and submittal of monthly mandated documentation (A to Z), tailgate, BMP and accident/injury forms to safety.
10% (M)	May have special assignments, which could include District or State assignments such as; Chapter 8 review, delineation equipment, computers, or related studies. Be the coordinator of one or more of the following; responsible for equipment management, office procedure, safety, non-expendable equipment budget, snow, IMMS, building security, work plans, overtime, warehouse and material expenditures, or road inventory.

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

Directly supervises a group of Caltrans Maintenance Supervisors; with indirect supervision of various Office Staff and Warehouse personnel. During the absence of the Maintenance Manager, the incumbent may assume the duties.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of the Department's Mission & Vision, goals and values as outlined in the Caltrans' Strategic Plan. Knowledge of Departmental Manuals, Mandates, Policies, and Procedures.

Knowledge of the Department's rules and regulations on employee health, safety and labor relations programs. Principles of effective personnel management and supervision; project management techniques; a supervisor's role in equal employment opportunity.

Knowledge of materials, methods, and equipment used in the maintenance of highways and highway structures; operation and maintenance of equipment and tools; the California Vehicle Code; rules and regulations for placing of detours and deviations, accident prevention techniques, ability to read engineering drawings, plans, maps, layouts, and detailed schematics, and a valid class C Driver's license. Ability to establish and maintain records and prepare reports; effectively lay out and direct the work of others; analyze situations accurately and adopt an effective course of action; detect unsafe conditions and practices; and plan, organize, conduct, and evaluate safety training programs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, decision making, and trouble shooting skills could affect public safety or result in tort liability for the department. The work environment could also be rendered unsafe for employees involved in the project.

PUBLIC AND INTERNAL CONTACTS

Public contacts will be by telephone, email, letter and in person; from citizens, other Agencies, representatives of City, County, Police and Maintenance Departments; utility companies; regarding complaints, billing inquiries, use of materials, etc. Internal contacts will be by telephone, letter, and in person, from Maintenance, Administrative, Traffic, Construction, and Accounting personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent must be physically capable of utilizing writing instruments. Incumbent may be required (with accommodations) to bend, stoop, twist, power grasp, use fine manipulation, stand, sit, squat, lift and pull during performance of their duties. Incumbent should have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding and working on other structures associated with state facilities. Incumbent should have visual and color acuity adequate for performing the essential functions of the job.

Mental: Incumbent must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide an end product that is safe and usable.

Emotional: Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties.

WORK ENVIRONMENT

While at their base of operation or at meetings with other entities, employees will work inside of climate controlled buildings, but some operations will take place alongside, over or upon state highways and right of way. The incumbent will be exposed to noise, inclement weather, and dirt, odors, uneven surfaces, high-speed traffic conditions and moving construction equipment. The incumbent must be willing to work odd hours, nights, and weekends if called upon.

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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.)

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