

**POSITION DUTY STATEMENT**

PM-0924 (REV 03/2006)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS MAINTENANCE AREA SUPERINTENDENT	DISTRICT 5 SANTA BARBARA AREA	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CT MAINTENANCE AREA SUPERINTENDENT	905-650-6282-	

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.)

Working under the direction of the Maintenance Manager I and Manager II, the incumbent provides general supervision over operations of all maintenance and landscape crews activities within the assigned area of responsibility of Santa Barbara Maintenance. You will set and example for other employees by maintaining discipline, enforcing and following Departmental policies, procedures and all laws and regulations. Incumbent shall communicate in a professional and polite manner to all Departmental employees, and those of other agencies and the private sector. Incumbent shall set an ethical example for District employees and the public in all actions performed while working for the Department. Incumbent shall actively enforce the Departments Safety policies and address immediately any violations. Expectations are that you will respond when called to all emergencies, natural disasters and weather or traffic related incidents. A valid Class C Drivers License is required, and a Class A or B is desirable.

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

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

40% (E) Assigns work, give instructions, maintain discipline among subordinate supervisors and crew members. Responsible for the allocation and distribution of maintenance resources within their area of responsibility. Develop weekly and annual work plans for scheduled maintenance activities. Incumbent shall work closely with Maintenance Managers and District Maintenance Engineer, Pavement Coordinator, to develop long term road maintenance goals using a combination of maintenance strategies with an emphasis on preventative maintenance. Incumbent shall conduct frequent spot checks of inventory, review for accuracy and provide any needed support during reviews. Generally responsible for assuring accuracy of all data entered into the Integrated Maintenance Management System (IMMS) for their area. Incumbent shall efficiently utilize all resources and balance priorities among those resources including staff, overtime, service contracts, operating expenses, equipment. Incumbent will use various methods such as videos and power point presentations to provide motivational ways to promote safety and enhance training.

20% E Incumbent shall make verbal and written reports to the Maintenance Managers on the progress and status of programs / projects in their area and respond to requests for information from headquarters, other divisions or agencies. Incumbent works cooperatively with other agencies (e.g. California Conservation Corps, California Department of Forestry, California Highway Patrol, County/City Branches, etc.) that may through various types programs and/or agreements provide assistance to the State in the attainment of its highway maintenance program. When required make public appearances on behalf of the Department and responds; often in writing, to public and private inquiries. Incumbent recognizes situations and takes positive action to ensure the highest possible departmental image is maintained and is responsive to the needs of the Department's customers.

20% (E) Incumbent shall assist and supervise the preparation of requests for materials and supplies. Prepares reports covering labor, equipment, and materials used; including storm damage. Incumbent ensures maintenance work performed in their area is in compliance with all department policies, directives, regulations, laws both internal and external. Damage repair is a high priority, Incumbent, working with their staff shall be expected to make timely repairs and proper decisions regarding the need for closures, method of dealing with problems and how to safely get repairs completed. Major incidents occurring within the area may require the incumbent presence. Good judgement is necessary when response is needed and notification to the Maintenance Managers is determined to be needed.

10% (E) Incumbent shall work closely with District facilities staff to ensure all facilities are well maintained and that there is adequate security provided. Incumbent ensures all facilities are operating within all laws, safety orders, environmental compliance and storm water regulations and following all State policies and directives.

10% (E) Incumbent working independently or a times with the Maintenance/District Safety Officers, will investigate and develop responses to safety grievances. Incumbent will respond to personnel complaints or grievances. Incumbent assigns equipment,

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evaluates operating efficiency and has overall responsibility for its proper use and care. Reviews equipment management information such as pre-operation forms and Biennial Inspection of Terminals (BIT).

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<sup>1</sup>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

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This is a supervisory position. Incumbent will supervise five (5) maintenance supervisors who in turn supervise crews of up to thirteen (13) employees. Incumbent may fill in for the Maintenance Manager at times. You shall receive supervision and guidance from the Maintenance Manager I. Incumbent is responsible for all training and career development of subordinates. Incumbent is responsible for evaluating performance of subordinate supervisors recommending personnel actions as appropriate. Incumbent will also be responsible for effective management of the Gaviota Safety Rest Area

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Incumbent shall have a thorough knowledge of materials, methods, procedures, tools and equipment used in the maintenance and repair of highways and associated facilities. You shall be familiar with MUTCD, IMMS, Maintenance Manuals Volumes I & II, Safety Manual, COSP's, and all IIPP's Cal/Osha documents and the California Vehicle Code as it pertains to the loading and operation of motor vehicles and the rules and regulations pertaining to highway maintenance practices. You must be in possession of a valid non-restricted Class C License. Incumbent must have a good working knowledge of personnel administration, procurement, and accounting. Incumbent must be competent in the use of the English language, mathematics, public speaking, and written communication. Must have a working competency in word processing, spreadsheets, and email systems. Must have the ability to work alone or with others. Must be able to analyze various work situations accurately and make sound decisions. Must have the ability to supervise and direct the work of subordinates. Must be able to analyze information provided from the Integrated Maintenance Management System (IMMS); make cost estimates and reports and apply this information to planning and budgeting, cost control, equipment and personnel needs and scheduling.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may endanger State workers and/or the public. Errors may also result in a waste of State resources. Failure to make timely and proper decisions could endanger lives and property and result in lawsuits. Poor decision making could result in extensive liabilities to the State of California. Failure to perform required duties will result in progressive discipline up to and including dismissal.

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### PUBLIC AND INTERNAL CONTACTS

You shall communicate daily with the Maintenance Manager I on all aspects of the maintenance in your area. Request approval and guidance for operational decisions. You shall communicate politely and with respect to all employees, public, other agencies and divisions. You shall understand the importance of maintaining a positive relationship with all levels of Departmental staff, other agencies and the public. Incumbent shall project a positive and professional public image; develop and maintain effective working relationships with everyone, internally and externally.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent is required to work at times with crews engaged in maintenance activities. Work at times may be labor intensive. Incumbent must have the ability to react quickly to errant vehicles and or hazardous working conditions such as unstable slopes. Employee's hearing must be adequate to hear warning devices used by look-outs that warn of eminent danger at the work site. Vision limitations must be able to be corrected to meet DMV standards. Employee must be able to cope with working in an isolated location. Incumbent may be required to wear ear plugs, move heavy objects, stand or sit for prolonged periods. May be required to bend, stoop or kneel. Must have the ability to maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses.

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### WORK ENVIRONMENT

Incumbent shall work in an office and field environments. Incumbent is required to work in many adverse conditions. Normal work hours are 0730-1600 hours Monday thru Friday. Alternate work schedules are sometimes required. Overtime may be required in

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some instances; all overtime is to be requested and approved following the District overtime policy. Employee may be required to work overtime due to storms, emergencies, special work projects. For operational reasons the incumbent may be asked to work alternate work shifts such as but not limited to; 5/8's, 9/80's, 4/10's night and weekend assignments. The incumbent will be exposed to computers, various lighting conditions, stand or sit for prolonged periods. Must be able to work at a keyboard and focus on complex tasks for long periods of time. Must be able to organize and prioritize large amounts of documents.

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)	DATE
EMPLOYEE	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR	DATE