

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

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| CLASSIFICATION TITLE Caltrans Area Maintenance Superintendent | DISTRICT/DIVISION/OFFICE 06/Maintenance/South Region | |
| WORKING TITLE Visalia Area Superintendent | POSITION NUMBER 906-630-6282 | EFFECTIVE 2014 |

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: Working under the direction of the Caltrans Maintenance Manager I/II, the incumbent provides general supervision over operations of all maintenance crews and activities within the assigned area of responsibility. May require working irregular hours, including nights and weekends. Requires emergency response as needed to all Routes within the assigned area of responsibility.

TYPICAL DUTIES:

| Percentage Essential (E)/Marginal (M) ¹ | Job Description |
|---|--|
| 40% (E) | Identifies, determines priorities, plans and schedules the highway/landscape maintenance needs for the assigned area. Assigns work, gives direction to, and maintains discipline among subordinate crew supervisors. Responsible for the allocation of maintenance resources within their area of responsibility, in order to adequately respond to the needs as they arise and assure the levels of service are maintained. Develops monthly and annual work plans for the routine maintenance work for their area. Works with the Maintenance Managers and the District Maintenance Engineer to develop long-term road maintenance goals using a combination of maintenance strategies with an emphasis on preventive maintenance. Spot checks the inventory review for accuracy and provide any needed support during inventory reviews. Responsible for assuring the accuracy of all data that is input into the Integrated Maintenance Management System for their area. Monitors IMMS reports per Headquarters & District policies to ensure compliance and productivity levels are met. Efficiently utilizes and balances priorities among all available resources including regular staff, intermittent staff, overtime, service contracts, construction projects, operating expenses, rented and departmental equipment and other Caltrans personnel. Incumbent will be expected to maintain control and discipline through their supervisors, and at the same time, promote a high state of morale among the crew members. |

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- 35% (E) Ensures the Caltrans maintenance/landscape work performed in the area is in compliance to all archaeological and environmental laws, rules, regulations, policies and directives. Recommends equipment, telecommunication and budgets for maintenance/landscape area. Assigns equipment, evaluates its operating efficiency and has overall responsibility for its proper use and care, which includes reviewing equipment management information such as pre-operation forms and Biennial inspection of Terminals (BIT). Prepares or supervises the preparation of the work involved in requisitioning materials and supplies. Prepares or supervises the preparation of reports covering labor, equipment, and materials used, including storm damage. Slide removal and Storm Damage repair is a high priority and a very sensitive part of the job. Incumbent, working with their Maintenance Managers and Supervisors, will be expected to make timely and proper decisions regarding need for road closures. Major incidents occurring within the area will also require the presence of the Superintendent. Good judgment is necessary when response is needed and notification to the Maintenance Manager is determined. Selects, trains, and evaluates the performance of subordinates, takes or recommends personnel actions as appropriate and provides safety training and supervision. Responsible for coordinating all training and career development of subordinates.
- 20% (E) Makes verbal and written reports to the Maintenance Manager I and II on the progress of (or) status of projects in his/her area and responds to requests for information from headquarters, other Divisions as well as other Agencies. Makes public contact regarding highways in his/her area. 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 of programs and/or agreements, provide assistance to the State in the attainment of its goals and responds, often in writing, to public and private inquires. Recognizes and takes positive action to ensure the highest possible departmental image is maintained. Is responsive to the needs of the Department's customers.
- 5% (M) Assist co-workers, during their absence or in times when workload or projects have immediate deadlines that need to be meet. May act as an alternate time approver.

SUPERVISION AND GUIDANCE RECEIVED:

Receives general policy direction from Maintenance Manager I/II but is expected to handle day to day operations without close supervision or review.

SUPERVISION EXECUTED OVER OTHERS:

This is a supervisory position. Incumbent will be the first line supervisor to 4-6 Caltrans Maintenance Supervisors who in turn may supervise crews totaling 10 or more employees. Will occasionally be acting for the Maintenance Manager I/II.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Must have knowledge of materials, methods, tools and equipment used in highway maintenance operations; the Maintenance Management System (MMS) and the Integrated Maintenance Management System (IMMS)

Must have knowledge of rules, regulations and procedures for procurement of materials, goods, and services.

Must have knowledge of rules and regulations of personnel administration, the principles of effective supervision and personnel practices and be able to direct the work of subordinates. Must be familiar with the Department's hiring and promotional programs, including Post & Bid and the manager's role in promoting and implementing the Equal Employment Opportunity program. Must have the ability to maintain and promote a work environment that is free of discrimination and harassment.

Must be familiar with safety rules and practices, including those pertaining to emergency response, accident situations, fire prevention techniques as well as proper handling and disposal of hazardous materials. Must also be familiar with the policies and guidelines for the Department Stormwater Management Program. Must follow all policies, procedures and safe working practices, setting an example for others.

Must be thoroughly competent in the use of the English Language, making mathematical computations, public speaking, and written communication.

Must understand and use computers in the process of conducting official State business. Must have a working competency in word processing, spreadsheets, and email systems.

Possession of a valid Class "C" California Driver's License.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

Must be able to analyze information provided by the Maintenance Management System (MMS) and the Integrated Maintenance Management System (IMMS); make cost estimates and reports; analyze reports, rules and regulations, and apply to planning, budgeting, cost control, equipment and personnel needs and work scheduling.

Must have the ability to read, interpret and work from plans, drawings and specifications as well as the ability to direct and supervise others in the performance of the work from plans, drawings or specifications.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors may endanger State workers and/or the public. May also cause a waste of time and waste of taxpayer dollars through extra expense in the maintenance of highways, or damage to State equipment, property and facilities. Failure to make timely and proper decisions could endanger human lives,

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property, and results in lawsuits. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS:

Communication is a key to this position whether by phone, letter or in person. This communication includes the ability to communicate the departmental policies and practices to employees, other governmental agencies, and private citizens, concerning accidents, emergency situations, and status of work or complaints. Communicating on a regular basis with public and law enforcement agencies on various subjects, such as traffic control, chemical spills, fire danger, policies, etc., can frequently involve sensitive issues, and this communication requires the ability to project a professional and businesslike image, while building and developing positive working relationships with all effected.

PHYSICAL, MENTAL AND EMOTIONAL EQUIREMENTS:

May be required to work long shifts with little or no advance notice in various weather conditions.

Must be able to make sound decisions in stressful situations. Must be able to deal with people both professionally and calmly understanding that you may or may not agree with their position, but are charged with the duty to uphold and enforce the policies and procedures of the Department and that of the State government. 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.

Must have a valid Class 'C' California Drivers License, (a Class A/B license is also desirable, but is not a required condition of position).

Incumbent must have physical ability to react quickly to errant motorist

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected Hearing is acceptable.

Sight needs to be corrected to the State of California of Motor Vehicles standers for safe driving. Night vision must be good for safety when working after dark.

Employee may be required to lift, bend, kneel, reach, push, pull, sit and stand for long periods of time. At times, this position may occasionally be labor intensive. Employee must be able to work alone or in a group environment.

WORK ENVIRONMENT:

This position requires extensive travel throughout the assigned area, in addition to occasional travel to other parts of District 06 and occasionally elsewhere in the State. Emergency response and work at night or weekends will be required as needed.

The incumbent will be exposed to computers, various lighting conditions, standing or sitting 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 volumes of work documents. Normal working hours will be set sometime between 6:00 am and 6:00 pm. Overtime may be required, and vacations may be

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restricted during peak times and fiscal year-end closing. Travel throughout the district may be required. Assignments in the field may be required where exposure to high speed traffic will occur. Wearing and use of all required personal safety equipment will be required at all times.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation.

Employee Name (please print)

Employee signature

Date

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

KIP MICHELSON

Supervisor signature

Date