STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS MAINTENANCE AREA SUPERINTENDENT	07/MAINTENANCE/NORTH REGION	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS MAINTENANCE AREA SUPERINTENDENT	907-610-6282	07/2014

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 supervision of a Caltrans Maintenance Manager I or II, the incumbent is responsible for the Levels of Service assigned to road and/or landscape crews in his /her area and which may include four to six cost centers; responsible for the review of contracts submitted for his/her assigned area; responsible for the review and proper maintenance/operation of assigned equipment; responsible for the training, safety, upward mobility, administrative transactions of assigned employees to the area of responsibility. The incumbent will be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers

This classification requires a valid Class C California Driver's License. Possession of a CAL-DPA Qualified Applicators Certificate is desirable. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	Reviews and monitors work programs submitted by area supervisors and makes final recommendations. Reviews management system reports, monitors and evaluate person year expenditures, recommends staffing assignments, reviews and approves equipment/material purchases per department policies.
40%	E	Analyze information provided by the Maintenance Management system, respond to maintenance inquires from public and/or other Caltrans departments. Attend meetings and training classes as required. Evaluate and approve/disapprove the closing/opening state highways due to weather conditions or vehicle accidents.
10%	E	Review field landscape and road maintenance operations for safety, traffic control and levels of service guide lines.
5%	E	In the absence of the Manager I or II, or when assigned, represent the Region at meetings, functions, public contacts etc.

[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

Direct supervision of Caltrans Maintenance Supervisors. Employee may at any time be placed in charge of region crews as acting Regional Manager I or II. Shall directly supervise private contractors for Caltrans service or emergency contracts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; care and upkeep of landscaping and associated chemical applications; supervisor's role in safety-health-labor relations and the process available to meet these program objectives; read, interpret and work from plans, drawings and specifications; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; including but not limited to Maintenance Manual Vol I and II, IIPP, Code of Safe Operating Practices (COSP), Standard

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Specifications and Plans etc. and rules and regulations pertaining to highway maintenance practices. Possession of a valid Class C California Driver License. Ability to work safely around high-density traffic. Ability to work effectively alone or with others. Must be able to analyze work situations effectively and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property.

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/ representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. Contact may be with hostile public, the employee is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The majority of this position is of an analytical nature. This employee must be able to use established methods to analyze existing work standards and develop new standards as needed. Analyze the use of employees, equipment and materials for specific maintenance operations, to review costs and formulate unit cost information. Analyze field data and properly prepare reports for use by upper management. Much of this position is mentally intensive. Supervisors must be able to interact well with employees and individuals from many different cultural backgrounds. Incumbent must also have physical ability to react quickly to errant motorist in the field.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into an analytical nature 85% of the time on a year-around basis. The remainder of the activity is labor.

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

Lifting (Floor to bench to Floor) – Items up to 15lbs may be lifted (5%) of the time.

Incumbent should ask for assistance when moving items over 50 pounds.

Transport and/or Carry – Bagged/boxed material, which may weigh 0 to 15 lbs., must be transported and/or carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 15 lbs. (5%) of the time.

Overhead reaching – Overhead work includes filing (2%) of the time.

Other Reaching – May include filing, using computer keyboard, or telephone. (50%).

Pushing/Pulling – May include filing, using computer keyboard, or telephone. (50%).

Twisting - May include lifting, filing, using computer, or telephone. (50%) of the time.

Climbing/balancing – Climbing up and down banks, ladders, stairways.

Bending/Crouching/Squatting/Crawling – The Superintendent may bend while inspecting contractors and their employees. (10%) of the time.

Simple Grasping – This activity is necessary about (95%) of the time. Writing and filing out paperwork or using a computer.

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Fine Manipulation – This occurs (95%) of a day and usually while writing reports or manipulating the keyboard of a computer.

Importance of hearing and sight – both are essential on the job because the employee must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate with or without hearing aid 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. As per Chapter 13 of the Caltrans Injury Illness Prevention program Safety Manual.

Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations, and adopts an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by his/her unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

Work in a wide range of sometimes-extreme conditions, including heat up to 120 degrees, cold to –15 degrees, strong winds, rain, sleet, and snow.

During the winter months the workweek is normally 5/8-hour days. The scheduling of the 5/8 days is at the discretion of the Region Management. Employee may be scheduled to work the night shift as needed to meet operational needs with proper advance notice.

Maybe requested to work overtime due to storms, emergencies, special work projects, or when the Department deems that it is in the best interest of the State to work overtime with proper advance notice.

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

A. Appropriate footwear, in good and sturdy condition, must be worn.
B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
C. Long pants. No shorts or cutoffs.
D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department, including hazmat conditions and/or incidents when required.

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

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

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE