

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS MAINTENANCE AREA SUPERINTENDENT	OFFICE/BRANCH/SECTION DISTRICT 07/MAINTENANCE	
WORKING TITLE CALTRANS MAINTENANCE AREA SUPERINTENDENT	POSITION NUMBER 907-675-6282-xxx	EFFECTIVE DATE

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 II, this position is responsible for Area II and which include Five cost centers: three Landscape Crews and two Road Crews. He is responsible for the review of contracts submitted for his assigned area and for the safety review of those new contracts before acceptance by maintenance. He is responsible for the review and proper maintenance/operation of assigned equipment. He is responsible for the training, safety, upward mobility, and administrative transactions of assigned employees to his area. Must have possession of a valid Class "C", California Driver License.

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. Analyze information provided by the Maintenance Management system and make appropriate decisions from this material. Reviews and signs off on Travel Expense Claims. Assist in coordinating maintenance work with other regions, construction and traffic. Assist your supervisors in technical problems and personnel problems. Assist in the collection of information to prepare the Regions yearly budget. Responds to maintenance inquires from public and/or other Caltrans departments. Attend meetings and training classes as required. Respond to sign/bridge emergencies to evaluate the situation and take appropriate action. Handles complaint calls.
30%	E	Do field reviews of Area II maintenance operations for safety, traffic control and levels of service.
20%	E	In the absence of the Manager I or II, or when assigned; represent the Region at meetings, functions, public contacts etc.
5%	M	This person will be responsible at times for other crews within the South Region.

¹ESSENTIAL 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

Has direct supervision of Caltrans Maintenance Supervisors (three Landscape Crews and two Road Crews). This employee may at any time be placed in charge of region crews as acting Regional Manager I or II. Shall directly supervise private contractors performing standard and emergency work or services.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction dealing with the repair or replacement of signs and the repair of bridges. Must have a thorough and practical working and technical knowledge of the work done by maintenance personnel, as well as rules and regulations pertaining to encroachment on the highway. Other areas of knowledge required include, but are not limited to, the Departmental Safety Manual, the Maintenance Manual (Volume one and two), the Code of Safe Operating Practices, the California Code of Regulations, Title 8, Industrial Relations, and Safety Orders, Caltrans Hiring Guide, Procurement Manual, Stormwater

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BMP's, Emergency Response Plan, Caltrans Guide to employees Conduct and Discipline, Employee Assistance Program, Equal Employment Opportunity Policy, Cal Card Policy, Standard Plans, Lane Closure Procedures, Equipment Policies, Travel and Expense Guide and Bargaining Unit 12 Craft and Maintenance Agreement. Must be able to communicate well both in writing and in person, with all levels of maintenance management. Know and understand the supervisor's role in safety-health-labor relations to meet these program objectives. Needs to be able to read, interpret and work from plans, drawings and specifications. Know and understand the provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices. Must have the ability to work safely around high-density traffic. Must have the ability to work effectively alone or with others. Must have the knowledge and understanding of Department Policies, Procedures, and Directives that pertain to Maintenance activities. Must have knowledge to establish and maintain records and prepare cost estimates and reports. Must effectively direct the work of others. Must be able to analyze situations accurately and adopt an effective course of action. Must be able to detect unsafe conditions and practices and take appropriate action. Must be able to deal effectively with people.

Must have a thorough understanding of the Department's functions and resources. Must have an understanding of the many transportation programs throughout the Department. Must possess a thorough knowledge of statewide Maintenance functions and the purpose, mission, vision and goals, as well as the organization and procedures of the Department of Transportation.

Must be familiar with the various resources needed to properly prepare reports concerning Maintenance Programs. Must have the ability to reason logically, analyze complex problems and develop sound recommendations. Must have demonstrated ability to take initiative in problem solving. Must be able to effectively achieve Maintenance Division, District and Headquarters Coordination through personal persuasion, without direct line authority.

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. This person, when in contact with a hostile person, 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. 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 and be able 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. Must be able to interact well with employees and individuals from many different cultural backgrounds. 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 25lbs may be lifted (5%) of the time

Carrying – Bagged/boxed material, which may weigh up to 25 pounds and be moved from storage areas to vehicles and from vehicles to job sites. These items may be moved on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 25 lbs. This may be done (5%) of the time.

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Overhead reaching – Overhead work includes filing, material storage and removal. This may be (2%) of the time.

Other Reaching – May include filing, using computer keyboard, or telephone. This may occur (50%) of the time.

Pushing/Pulling – May include filing, opening and closing of doors or drawers. This may occur (50%) of the time.

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

Climbing/balancing – Climbing up and down banks, ladders, stairways, bridges and in and out of equipment.

Bending/Crouching/Squatting/Crawling – The Superintendent may bend/crouch or squat while inspecting the work of his employees or the work of a contractor. This may occur (10%) of the time.

Simple Grasping – Writing, filling out paperwork, filing, opening or closing items and the use of a computer. These activities are necessary about (95%) of the time.

Fine Manipulation – Usually done while writing reports or manipulating the keyboard of a computer. This occurs (50%) of a day

Importance of hearing and sight – These both are essential in order to work safely on the job because of how close this person will be working next to fast moving traffic or large equipment.

It will be necessary for this employee to work at night from time to time and must have good night vision to be able to perform work 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 (Caltrans Injury Illness Prevention program Safety Manual).

Height – This person has crews that work from height of over 180 feet and he is required to review operations on these projects.

WORK ENVIRONMENT

Work in a wide range of sometimes-extreme conditions, including heat up to 120 degrees, cold to 30 degrees, strong winds, rain, dust, noise and uneven surfaces.

Normal work shift is 5/40, Monday through Friday 0600 to 1430. The scheduling of the 5/40 days is at the discretion of the Region Management. Employee may be scheduled to work weekends and/or night shift as needed to meet operational needs with proper advance notice.

Maybe required to work overtime due to 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 sleeve 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.

E. For night work: reflective vest worn over white coveralls

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.)

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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