

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS MAINTENANCE AREA SUPERINTENDENT	OFFICE/BRANCH/SECTION DISTRICT 7 - MAINTENANCE - WEST REGION	
WORKING TITLE SUPERINTENDENT	POSITION NUMBER 907-710-6286-	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:**

Under the direction of a Caltrans Maintenance Manager II, the incumbent is responsible for the Levels of Service assigned to a road and/or landscape crews in assigned areas and which may include four to six cost centers. 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. Possession of a valid Class "C" California Driver's License. Workweek will be Monday through Friday, 0730 to 1600 hrs, 5/40 work schedule. The incumbent may 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.

Duties include, but are not limited to:

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50% E	Reviews and monitors work programs submitted by area supervisors and makes final recommendations. Reviews management system reports, monitors and evaluates person year expenditures, recommends staffing assignments, reviews and approves equipment/material purchases per department policies. Analyze information provided by the Maintenance Management system, respond to maintenance inquires from public and/or Caltrans departments.
25% E	Evaluate and approve/disapprove the closing/opening of State highways due to weather conditions or vehicle accidents. Personnel management policies/procedure implementation.
25% E	Review field landscape and road operations for safety, traffic control and levels of service guide lines. In the absence of the Manager I or II, or when assigned, represent the Region at meetings, functions, public contracts, etc.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

Incumbent will not supervise, however, employee may at any time be placed in charge of a regions crew 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. Must have knowledge in the care and upkeep of landscaping and associated chemical applications. Must have knowledge of the supervisor's role in safety-health-labor relations and the process available to meet these program objectives. Must be able to read, interpret, and work from plans, drawings and specifications; provisions of the California Vehicle Code, Maintenance Manual, Illness and Injury Prevention Program, Safety Manual, IMMS, as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway/landscape maintenance practices. Must have knowledge of basic computer skills, knowledge of Maintenance, Personnel, management practices and policies. Ability to work safely around high-density traffic. Ability to work effectively alone or with other. Demonstrate positive attitude and a commitment to conduct business in a professional manner in dealing with department employees and the public. Must be able to analyze various work situations accurately, draw valid conclusions and take appropriate actions.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Responsible for making decisions involving the day to day operations of highway/landscape maintenance. Improper/Poor decisions could result in public and employee safety hazards including injury or loss of life. Poor judgement may cause

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delays in maintenance projects, added expense or liability to the State and Department.

## PUBLIC AND INTERNAL CONTACTS

It is required that good relations are maintained with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Employee is expected to maintain a favorable public image for the State. These contacts will be verbal or written as needed to perform assignments.

## 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 work 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. May need to deal with emotionally charged individuals especially in complex, confidential and sensitive situations.

## WORK ENVIRONMENT

Field travel required, attending various job sites and attending various meetings/training classes.

May be 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. In the best interest of the State to work overtime with proper advance notice.

Exposure to outdoor elements, such as smog, dirt, dust, traffic noise, uneven surfaces and inclement weather.

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