STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT MAINTENANCE AREA SUPERINTENDENT	08-730 SAN BERNARDINO AREA (EFFIS#2390)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CT MAINTENANCE AREA SUPERINTENDENT	908-730-6282-003	

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 general supervision of a Maintenance Manager II, acting as Region Manager, the CT Maintenance Area Superintendent has charge of highway and landscape maintenance in the San Bernardino Area. The area consists of approximately five maintenance crews including a multi-functional crew with approximately 51 employees maintaining a major interstate highway corridor, and several rural secondary routes. May be required to work overtime and respond to emergency situations. Possession of a valid drivers license is required. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
85%	E	Utilizes the Maintenance Management System and Material Management System to plan, schedule and monitor work activities, evaluate performance of supervisors and crews, equipment, materials and unit costs. Ensures work conforms to the standards set forth in the Maintenance Manual and is in accordance with policies, procedures and instructions from the Department. Ensures proper procurement procedures are followed to obtain materials and supplies. Prepares estimates on regular and special maintenance work and passes on difficult maintenance and minor construction operational problems. Acts as administrator for current service contracts to insure compliance and generates confirming service contracts when necessary. Conducts safety investigations, compiles reports and maintains discipline within the unit. Responds to highway emergencies, including storms, natural and other disasters.
10%	E	Attends weekly superintendent meetings at the Region Office and conducts supervisor meetings. Attends various training class and meetings including the Kingvale Maintenance Academy.
5%	E	Selects personnel through the interview process and works with Maintenance Personnel Specialist and Affirmative Action Office regarding personnel matters.

[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

The incumbent is first-line supervisor for approximately five CT Maintenance Supervisors and second-line supervisor for approximately 51 other employees including, Leadworkers, Equipment Operators, and Maintenance Workers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of the methods, equipment and materials used in the construction and maintenance of highways, structures and landscape areas; the characteristics, operation, maintenance and management of equipment and materials used; and the rules, regulations and procedures pertaining to highway, landscape and structure construction and maintenance. Must have knowledge of and the ability to use the Maintenance Management and Material Management Systems, and principles and techniques of personnel management and supervision. Must have knowledge of procurement rules and procedures, administration of service contracts, the encroachment permit process, and rules and regulations pertaining to highway emergency. The incumbent must have knowledge of and the ability to implement the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program, the Maintenance Manual and the Safety Manual. Must know a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and must have the ability to maintain a work environment that is free from discrimination and harassment.

The incumbent must have the ability to establish and maintain good working relationships. The incumbent must have the

ability to prepare cost estimates and reports, and read, interpret and work from plans, drawing and specifications. The incumbent must be able to analyze information provided by the Maintenance Management and Material Management Systems; analyze various work situations accurately and adopt an effective course of action. The incumbent must have the ability to detect and correct unsafe conditions and practices; prepare clear and comprehensive reports; and conduct effective meetings. The incumbent must know and be able to use a personal computer and basic applications such as Word and Excel.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Without detailed supervision, the incumbent is responsible for planning and scheduling the work to be performed, and the equipment and materials to be used within the assigned area, exercising judgment and making decisions relative to the safety of employees and the public. Error in judgment could result in needed work being overlooked or resources committed to less important projects. Poor decisions or actions could have broad implications involving employee morale, their safety and that of the traveling public. Poor decisions or errors in judgment could also lead to loss of public confidence, monetary loss and embarrassment for the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have every day contact with subordinates and frequent contact with various other District staff including Region Office and Maintenance Support staffs, Equipment Shop personnel, Traffic Operations and Encroachment Permits among others. The incumbent has regular contact with CHP, local law enforcement and emergency services personnel, Department of Fish and Game and various other government and public agencies and their representatives. The incumbent will also answer complaints and inquiries from the public and must handle communications with tact and discretion.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit or stand for long periods, walk on uneven ground and perform fine manipulation. Will travel extensively throughout the District. The incumbent must be articulate and be willing and able to conduct meetings with a large group of people. The incumbent must show tact when dealing with sensitive subjects/emotionally charge issues, and deal effectively with pressure and maintain focus. The incumbent will be expected to respond to emergencies within the assigned area at any time of the day or night and in any weather condition

WORK ENVIRONMENT

The incumbent will work in an office with climate control and artificial lighting while using a personal computer with video monitor, keyboard and mouse. The incumbent will also travel extensively throughout the area to inspect the assigned work. Weather conditions vary widely from hot and mostly dry summers to cold and wet winters. In the summer temperatures consistently exceed 100 degrees and there are occasional heavy thunderstorms. In the winter temperatures may fall below freezing and snow and rain is to be expected. The incumbent must be willing and able to work in inclement weather and at extreme temperatures.

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)

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