STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Maintenance Area Superintendent	D9 Maintenance - Bishop	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Mountain Area Superintendent	909-630-6282-xxx	

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 Maintenance Manager II, the Caltrans Maintenance Area Superintendent has charge of highway maintenance and snow removal in the Mountain Area. The area consists of approximately five maintenance crews and one avalanche crew, maintaining a major highway corridor in the Eastern Sierras. Will be required overtime and respond to emergency situations. Possession of valid Drivers License is required.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
25%	E	Emergency Response Snow Removal is a high priority item during the winter season. Incumbent will be expected to be on the job during any significant snowstorm. They will take an active part in determining size of crews needed, equipment placement and use, and hours worked. Irregular shifts during the winter present problems with control, supervision and discipline. 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 workers. They are expected to know the proper methods of snow removal ice control and ascertain these methods are followed. They will take an active part in coordinating when chain controls are in effect and at what level. Major Incidents occurring within the area will also require the presence of the incumbent. Their good judgment as well as direction by the Maintenance Manager will determine when their presence is required. Slide Removal and Storm Damage Repairs is a high priority and a very sensitive part of the job. Incumbent working with their supervisors, peers and the Region Manager will mitigate water quality issues while safely getting the road open to traffic as soon as possible.
20%	E	Recruits, develops and evaluates the performance of subordinates, takes or recommends personnel actions as appropriate and provides safety training and supervision, responsible for training and career development of subordinates. Promotes a good working relationship with the employee elected representatives.
20%	E	Gives direction to, and maintains discipline among subordinate crew supervisors and staff, develops estimates for regular and special maintenance and minor improvement work, which includes extracting and evaluating data from Maintenance Management System reports. Responsible for the allocation of maintenance resources within their area of responsibility in order to adequately respond to events as they arise and assure the levels of services are maintained. Shall spot check the inventory review for accuracy and provide any needed support during inventory reviews. Generally responsible for assuring the accuracy of all data that is input into the Maintenance Management System for their area. Efficiently utilize 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 staff.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

20%	E	Makes verbal and written reports to the Region Manager on the progress of or status of programs in his/her area and responds to requests for information from headquarters, other Branches and other Agencies; makes public contacts regarding highways in his/her area. Works cooperatively with other agencies (e.g. California Conservation Corps, California Department of Forestry, California Highway Patrol, various county Sheriffs' departments, etc.) through various types of programs and/or agreements, provide assistance to the State in the attainment of its highway maintenance program. Makes public appearances on behalf of the Department and responds, often in writing, to public and private inquiries. Recognizes and takes positive action to ensure the highest possible departmental image is maintained. Is responsive to the needs of the Department's customers.
10%	E	Submits recommendations for equipment, and manages budgets for their area; schedules equipment, evaluates its operating efficiency and has overall responsibility for its proper use and care, which includes reviewing equipment management information such as pre-operational forms and Biennial Inspection of Terminals (BIT).
5%	E	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, storm damage and water quality.

[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

This is a supervisory position. Incumbent will be first line supervisor to about five Caltrans Maintenance Supervisors who in turn supervise crews of varying sizes totaling 50 or more permanent and temporary employees. Will take an active part in determining size of crews needed, equipment placement and use and hours worked. 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 workers. Manages and directs various service contracts and special programs. Will occasionally be acting for the Region Manager

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent should excel with staff, fosters a diverse and accepting workplace, builds effective relationships with employee organizations, builds productive teams, is a highway maintenance expert and effectively promotes safety.

Must have a thorough knowledge of materials, methods, equipment, and tools used in highway maintenance, water quality, storm drains, erosion control BMP's (Best Management Practice) and the state highway system.

Working knowledge of personnel, administration, accounting principles of effective supervision. Must be competent in the use of the English language, mathematics, public speaking, and written communications. Must understand and use computers in the conduct of official business. Must have working competency in word processing, spreadsheets, and e-mail systems. Incumbent must have knowledge of provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles. Rules, regulations and procedures for the procurement of materials, goods and services.

Must have working knowledge of SWMP (Storm Water Management Plan), NPDES, (National Pollution Discharge Elimination System) and SWPPP (Storm Water Pollution Prevention Plan).

Possession of a valid Class C or better Driver 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. Make cost estimates and analyze reports enforce rules and regulations. Knowledge of planning, budgeting, cost control, equipment scheduling work and personnel needs.

Incumbent is expected to make good decisions independently, but also be able to confer with others and solicit and accept help if needed or offered. Must be able to maintain control of the assigned area of responsibility, accepting and

supporting decisions made at levels higher in the chain-of-command.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgement could result in unsafe working conditions or unsafe conditions for the traveling public, increase traffic congestion and traveler delay, or cause Caltrans to violate its storm water permit, or other commitments. Additionally errors may cause a waste of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Failure to make timely and proper decisions could endanger human lives, property and result in lawsuits.

PUBLIC AND INTERNAL CONTACTS

Contact by phone, letter, and in person with State employees, other government agencies, and private citizens, concerning accidents, processes, procedures and other emergency situations, status of work, complaints, and procurement. Has daily contact with subordinates and co-workers, frequently regarding sensitive issues. Is required to project a professional and businesslike image, develop and maintain effective working relationships with other public agencies. At times may deal with the media.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Some activities of this position may occasionally be labor intensive. Incumbent must have physical ability to react quickly to errant motorist and other hazards. Must be able to work long hours under sometime severe conditions.

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 Department of Motor Vehicles standards for safe vehicle driving.

WORK ENVIRONMENT

This position may be required to work in extreme winter storm conditions in the mountains as well as very hot and humid desert conditions following summer thunderstorms.

Work schedule will be five eight hour days or a nine eighty schedule and will be decided by the Region Manager according to operational needs.

May be required to work overtime due to storms, emergencies, special work projects, or when neces

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