

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent	OFFICE/BRANCH/SECTION District 12/Maintenance/Field Maintenance	
WORKING TITLE Caltrans Maint.Area Superintendent-Equipment/Commun.	POSITION NUMBER 912-690-6282-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:**

Under the direction and guidance of the Caltrans Maintenance Manager II, the Caltrans Area Superintendent Specialist Equipment Communication Manager is responsible for the District Program of Equipment and Communications. The work week will be Monday through Friday, 0630 am to 1500 pm, a 5/40. 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.

This classification requires a valid and unrestricted class "C" drivers license. Duties include, but are not limited to:

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
25% E	Preparation of the District Annual Maintenance Equipment Budget; attend all Equipment hearings and related Headquarters Reviews of Equipment. Approves requests for purchasing equipment or rental of emergency equipment for special or unusual work performed by Maintenance forces. Liaison between the Equipment Branch and Maintenance field personnel. Tracks and administers the Districts equipment inventory and usage.
25% E	Monitor District Radios, Cellular and Microwave Communication inventory items. Analyzes the District communications needs to keep District at maximum level possible in the communication field. Maintains and tracks the Districts cellular equipment. Gathers, analyzes and prepares correspondence and administers vendor contracts for installations and removal of communications equipment. Reviews and issues to General Services, work orders for communications projects, which includes: radio removal and installations, relocation of base stations for Construction Resident Engineers (Coordinates the Communication Preventive Maintenance Program.)
15% E	Analyzes equipment usage reports and recommends procedures to obtain maximum utilization. Conduct field inspections of equipment on a bi-annual to ensure compliance with META and BIT program.
15% E	Responsible for monitoring, analyzing and preparation of all materials and reports required for the annual radio/microwave communications budget which is submitted to the Deputy District Director for approval prior to being forwarded to Headquarters Telecommunications.
10% E	Coordinates and acts as the District liaison between Headquarter's Telecommunications, the District and others on work to be performed on District 12 Telecommunications System.
10% E	Coordinates and monitors District Equipment rental contracts. Analyzes expenditures and recommends actions needed to stay within budget limitations.

<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**

None. This is a specialist position.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of various documents used with Equipment/Communications management. Familiarity with equipment used in construction and maintenance of highways. Knowledge of usage of computer systems for Equipment/Communications management. Must possess a workable knowledge of radio and microwave communications systems and budgets. Also

**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.

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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requires the ability to analyze, monitor, and organize data; express ideas and relate information clearly both orally and in writing, maintain good working relationships with those contacted during the course of work.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Correct decisions regarding communication and other equipment needs will result in valid and timely information being provided to management and the maintenance of an effective and cost effective communication system and equipment pool. Errors in judgement could result in the need for costly and time consuming corrective actions.

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 their unit and provide high quality service to both internal and external customers.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent will have contact with the Region Managers, Area Superintendents, Supervisors, Accounting Personnel, Construction, District Equipment Department, Headquarters Maintenance as well as other District Equipment and Telecommunications Coordinators. In addition, request contact with vendors doing business with District maintenance requires the ability to respond to inquiries, provide accurate and factual information, must be able to deal effectively with others.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

**Physical:** Incumbent will work in a climate controlled office under artificial lights. Must have the ability to work on a keyboard and video display terminal, and sit for long periods of time. May be required to travel in state and work out doors. May be required to move/place objects by lifting, pulling, pushing, and carrying; as well as grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground and working in confined spaces. The incumbent will be required to wear earplugs for loud noises; wear respirators and appropriate safety gear at all times. Must be physically and mentally sound to communicate effectively with employees. Creates and sustains an organizational culture which encourages others to provide quality services. Enables others to acquire the tools and support they need to perform well.

**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, draw valid conclusions, make appropriate recommendations, and adopt an effective course of action. 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 the unit and provide high quality service to both internal and external customers.

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### WORK ENVIRONMENT

The incumbent will be based at a Maintenance Station in a climate-controlled environment under artificial lights, but some of the duties and time will be spent outdoors. Weather conditions vary from cold, windy, and wet winter climate to a very hot and dry summer climate. May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep uneven and/or unstable terrain, fast moving traffic, and/or extreme temperatures. May be required to sit or stand for long periods of time. May be exposed/put in stressful situations. Will be required to wear long pants and appropriate footwear in good condition, and must wear provided Personal Protective Safety Equipment including but not limited to shirt and/or vest, hard hat, safety glasses, gloves, face shield, respirator, ear plugs, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively throughout the assigned area and may be required to travel and work in other areas in the District.

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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