

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent	OFFICE/BRANCH/SECTION District 12/Maintenance/Maintenance Support	
WORKING TITLE Caltrans Maintenance Area Superintendent	POSITION NUMBER 912-xxx6282-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 of the Caltrans Maintenance Manager II, The Caltrans Area Superintendent is responsible for highway and landscape maintenance of structures, tunnels and tubes, and appurtenances in assigned area consisting of four to six crews. Workweek will be Monday through Friday, 06:30 am to 03:00 pm. The incumbent will be required to work overtime, 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.

This classification requires a valid class C drivers' license. Duties include but are not limited to:

**TYPICAL DUTIES:**

Percentage		Job Description
40%	E	Supervises field operations for crews in the area. Coordinates and inspects maintenance activities for ailing programs (A.C., surfacing, disaster repairs, etc.) As this is a critical classification regarding Public and Employee safety, the Caltrans Maintenance Area Superintendent (CMAS) must have knowledge of the highways, highway structures, and heavy equipment to perform their duties in a manner which protects the employees and the traveling public. It is essential that the CMAS must have knowledge of Hazardous Material spills on the highways and freeways in which they must protect employees, the public and the environment.
40%	E	Plans, assigns, directs and inspects landscape areas that include planting, cultivating, and irrigation. Knowledge of heavy equipment is essential to maintain the highway system and to ensure the safety of employees as well as the traveling public. Experienced in dealing with heavy traffic to reduce congestion, while taking care of emergencies and routine maintenance activities.
15%	E	Reviews management system reports, monitors manpower usage and recommends staffing. Work programs submitted by Supervisors and make final recommendations. Obtains bid information for rental of equipment and purchases
5%	E	Assists in the liaison with other branches, agencies and the public. May supervise the Region during the absence of the Caltrans Maintenance Manager II.

<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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Directly supervises (4-6) field crews with Supervisors, Leadworkers, Equipment Operators and Workers.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

**Knowledge:** Must have knowledge of materials, methods, tools, and equipment used in the construction and maintenance of highways and highway structures, tunnels, tubes and landscape areas; maintain field operations; characteristics, operation, maintenance and management of equipment and materials used in highway, landscape or structure maintenance; rules and regulations covering highway maintenance policies, Caltrans policies and procedures; supervisors role in safety, health practices and labor relations and the processes available to meet these program objectives; rules and regulations pertaining to highway emergency services; encroachment permits process; provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles; accident and fire prevention techniques; drawings, plans, maps and layouts; principles and techniques of personnel management and effective supervision; care and upkeep of landscaping and associated chemical applications; the Department's labor relations program objectives; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. Knowledge of administration of service contracts; drawings, plans, maps and layouts; care and upkeep of landscaping and associated chemical applications.

**Abilities:** Must have the ability to establish and maintain records and prepare cost estimates and reports; analyze information provided by the Maintenance Management System, plan and oversee the work of others; detect unsafe conditions and practices and plan, organize, conduct and evaluate safety training programs. Must be able to articulate program policies and goals to management, staff and the public; prepare correspondence and clear and comprehensive reports; communicate effectively.

**Analytical:** Must be able to gather and analyze data and situations accurately, reason logically, draw valid conclusions, make appropriate recommendations and adopt an effective course of action; develop and coordinate implementation of same. Effectively communicate IMMS information to the supervisors and DOT information to the public. Effectively deal with other branches to ensure proper workflow. Ability to utilize a variety of analytical techniques to address complex managerial problems and issues. Ensure optimum operations and performance of the maintenance function including management of budget expenditures and personnel. Must be able to render judgement effectively as to emergency conditions and take corrective action.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsibility of making decisions to open roadways under emergency conditions and adverse weather subject to review by Caltrans Maintenance Manager II; responsible for day to day and long range decisions to assure that established policy and procedures are followed, responsible for proper deployment of crews and field visual inspection for required work and material needs; responsible for Orange Area crews during after hour emergency call backs. Improper decision could result in public and employee safety hazard and monetary loss to the State.

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### PUBLIC AND INTERNAL CONTACTS

Public contact by phone, letter, e-mail, and in person from citizens, other State Agencies and representatives of City and County Police, California Highway Patrol, Road and Fire Departments, Internal contact by phone, letter, e-mail, and in person from Superintendents, Region and Maintenance Support Staff, Traffic Personnel, etc.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

**Physical:** Incumbent will work in a climate-controlled office under artificial light. 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. Must deal effectively with pressure,

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maintain focus and intensity. Will be required to deal tactfully and courteously with public under stressful and possible 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, draws valid conclusions, makes appropriate recommendations, and adopts 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 their unit and provide high quality service to both internal and external customers.

## WORK ENVIRONMENT

The employee will be based at a Maintenance Station in a climate-controlled environment under artificial lights, but some of the duties and time spent will be outdoors. Weather conditions vary from a 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 exposed/put in stressful situations. Must wear provided personal protective safety equipment including, but not limited to: shirts and/or vests, hard hats, safety glasses, gloves, face shields, respirators, ear plugs, as well as other safety devices deemed necessary. The incumbent may be required to travel throughout the region and may be required to travel and work in other areas in the District.

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