

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent	OFFICE/BRANCH/SECTION District 12 Maintenance/North Region	
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 acts as the District 12 Maintenance Training Coordinator, the District 12 Maintenance Equipment Qualification Coordinator and the District 12 North Region cellular phone coordinator. Workweek will be Monday through Friday, 06:00 am to 02:30 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 be 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 Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50% E	<p>The incumbent serves as the official Training Coordinator for the District 12 Maintenance Division. The incumbent is the primary point of contact for training in D-12 Maintenance. Incumbent attends training for the trainer courses and in turn trains district trainers in a variety of work related disciplines. The incumbent ensures that all trainers are qualified instructors and are providing quality training and materials by spot attending classes and reviewing student feedback. The incumbent will also be an alternate and/or backup instructor if needed.</p> <p>The incumbent is responsible for administering the Maintenance and Landscape Correspondence Courses, including test scoring, issuing certificates and processing employees through the courses.</p> <p>Reviews and authorizes all training plans as submitted by employees for upward mobility and reimbursement.</p> <p>Using available data, including the first line supervisor's recommendation of type of course/class for the candidate, reviews course/class content to determine what is best for candidate's career path considering cost of course/class(es); any additional cost such as travel and per diem; and also considers other options such as alternative course/class.</p> <p>Works with Headquarters Safety Office, the D-12 Maintenance Safety Officer and various other staff such as Material and Equipment Managers, Integrated Maintenance Management System (IMMS) Coordinator and the D-12 Budget Office to develop and institute job specific training. Reviews performance reports and recommends additional or alternate training. Working with the D-12 Maintenance Safety Officer, researches and compiles safety reports based on accident and injury trends after safety training and determines if training programs are successful and where more emphasis may be needed.</p> <p>The incumbent will be expected to attend and actively participate in the Quarterly Health &amp; Safety meetings held in conjunction with Caltrans management, Safety and the rank &amp; file union membership.</p> <p>Works with Maintenance Division management to prepare training plans and develop the training budget for future needs and costs of training facilities, equipment, supplies and services. Maintains</p>

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## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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complete training records for each Maintenance employee. Ensures all employees are scheduled for mandatory training at the appropriate time. Through research, locates and reserves appropriate training facilities; negotiates with instructors and contractors to ensure quality, availability and to set up training schedules. Researches, locates, reviews, authorizes and purchases training materials; administers contracts as necessary, processes pay documents for contractors, instructors and training facilities and materials.

- 25% E The incumbent will serve as the D-12 Equipment Qualification Coordinator. The incumbent will work closely with Headquarters training staff, district Maintenance Managers, Superintendents and Supervisors. The incumbent will ensure that D-12 has a sufficient number of equipment trainers and qualifiers stationed throughout D-12. The incumbent will plan for and ensure that the Maintenance staff are sufficiently qualified on the equipment in their assigned unit and other units they may be loaned to, which includes the needs for winter operations and emergency/natural disasters. The incumbent will also be a back up equipment qualifier. The incumbent will be the main point of contact and be responsible for entering employee qualification certification data into the Learning Management System (LMS) and ensuring that all electronic data and entries are accurate and up to date.
- 20% E The incumbent will act as the D-12 North Region cellular phone coordinator, working closely with D-12 Budget Division staff issuing and tracking cellular phones, their inventory, cost, maintenance, and will purchase and distribute accessories for North Region. Prepare reports and spreadsheets for D-12 Budget Division on behalf of North Region Maintenance.
- 5% M Assists in the liaison with other branches, agencies and the public. May be asked to act as the Region Manager during absences 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

This is a specialist, E-48 position, however the incumbent will provide leadership to many instructors and employees throughout District 12.

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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.

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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Must have knowledge of the Maintenance Equipment Qualification program and the Learning Management System (LMS).

Abilities; Must have the ability to establish and maintain records and prepare cost estimates and reports; analyze information provided by the Maintenance Management System, 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 work flow. 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, purchasing and service contracts. 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

The incumbent is responsible for decisions regarding the proper hiring processes and for the efficient and effective administration of the Maintenance Training Program. The incumbent is also responsible as the administrator/custodian for several service contracts and must act to preserve and protect the State's resources and assets. Decisions must be thoroughly considered, as they will affect the safety of the Maintenance workforce and the traveling public. 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.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent and regular contact with Maintenance field employees, supervision, management and staff at the District Office and Headquarters levels. Will have extensive contact with the public and various local government and public interest groups in the course of duties. Must conduct activities in a manner that projects a professional and positive image of the Department, and its policies, goals, mission and vision.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent will work mostly in a climate-controlled office under artificial light. Must have the ability to work on a keyboard, mouse, monitor and sit for long periods of time. The incumbent will be required to travel regularly throughout the district and state and may 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. 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. Will be required to give oral presentations to gatherings of various sizes and at various levels of the Department. Must be composed and articulate in meetings and on the telephone.

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, meet various deadlines, maintain focus and intensity. Will be required to deal tactfully and courteously with both internal and external customers under stressful and possible adverse conditions. Must be able to focus precisely on multiple analytical and/or technical tasks concurrently, 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 their unit and provide high quality service to both internal and external customers.

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

## 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 will be required to travel.

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