

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent	OFFICE/BRANCH/SECTION Maintenance/ Pavement/ Pavement Mgmt. & Performance	
WORKING TITLE Pavement Condition Survey Superintendent	POSITION NUMBER 913-601-6282-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 general direction of the Chief, Office of Pavement Management & Performance, a Supervising Transportation engineer, the incumbent will develop, coordinate, and oversee all Automated Pavement Condition Survey (APCS) activities on a statewide basis. The incumbent will plan the daily operation schedules to conduct quality control checking on the Automated Pavement Condition Survey data, perform visual pavement inspections, to collect ride quality data, to record data and monitor the report results. Incumbent will research new technologies and make recommendations that will enhance current procedures and processes. This position requires statewide travel averaging 80% of the work time. The work schedule is eight ten-hour days in a row with the following Thursday through Tuesday off. Possession of a valid Class C drivers license is required.

**TYPICAL DUTIES:**

Percentage		Job Description
40%	E	Provides daily supervision over the Pavement Condition Survey crew. Provide quality control checking on APCS data. Develop a yearly plan and schedules the crew's collection activities, equipment requirements, and travel plans. Trains the staff on the data collection equipment and procedures, and safety procedures. Monitors the data collected, checks for completeness, consistency and accuracy. Submits the data to the Pavement Management and Information Branch.
30%	E	Maintains documentation and records concerning all survey activities. Responsible for developing and maintaining a Pavement Condition Survey plan that determines when the survey data will be collected and available for processing. Coordinates with other branches and recognizes additional enhancements that will improve data collection and reports. Assists the Pavement Management and Information Branch in defining, collecting, and including Roadbed and Rehabilitation work into the Pavement Condition Reporting System. Coordinates with Level of Service reviews and integrates these into the Pavement Survey data. Prepares and maintains the Caltrans pavement evaluation manual and online data collection help system.
20%	E	Plan, develop, and monitor the annual budget needs and expenditures for the operation of the Pavement Condition Survey. Utilize accounting reporting systems to accurately keep timely expenditures records and account for total operating expenses.
5%	E	Researches new equipment and vendors to improve the value of the survey. Implement software and hardware maintenance and upgrades. Develops profiler specifications. Administers contracts for replacing and upgrading equipment.
5%	M	May occasionally prepare and make presentations and demonstrations to internal and external groups on the data collection software and field collection processes, and the pavement evaluation and reporting processes.

<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**

Supervision is provided to six Caltrans Maintenance Supervisors.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

In addition to the CalHR's specifications for the classification, the incumbent must be able to communicate effectively, orally and in writing. Must also be able to effectively plan, schedule, and prioritize work. Must be a motivated team player with good technical and interpersonal skills.

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The incumbent must be proficient in the use of Microsoft Windows and the standard Microsoft Office Suite. Must have an understanding of computer hardware and peripherals. Must have a thorough understanding of Maintenance field operations, procedures and limitations relating to pavement maintenance. Must be familiar with Maintenance Manual, Volumes 1 and 2.

Desirable skills include: knowledge of effective planning and scheduling techniques, knowledge of the Pavement Condition Survey process, software, and equipment. Ability to use Microsoft Access, knowledge of team building techniques and the principals of total quality management.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Pavement Condition survey is of critical strategic importance to the Department and the Division of Pavement Management. Failure to train, enforce, model, and follow safety procedures may result in harm to employees or the traveling public. Failure to properly execute duties may have a far reaching impact to the Department's credibility and could impact unfavorably the overall condition of the State's highway network through loss of funding. Failure to provide a complete, accurate and quality survey may result in negative public perception of the state highway system.

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## PUBLIC AND INTERNAL CONTACTS

Acts as a liaison to District maintenance staff. Also will have contact with vendor representatives, ISSC staff and other Pavement Management program staff. The incumbent may also have contact with the other state's departments of transportation, AASHTO and other organizations dedicated to highway transportation maintenance.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must evaluate data from various resources to make recommendations; required to sit for long periods of time using a keyboard and video display terminal while analyzing and inputting data.

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## WORK ENVIRONMENT

The work setting varies since statewide travel is required to complete the pavement condition survey. The work schedule is eight days straight, ten hour days from Wednesday to Wednesday, with the following Thursday through Tuesday off.

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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)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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