

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS MAINTENANCE AREA SUPERINTENDENT	DISTRICT 07/MAINTENANCE/SOUTH	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Contract Manager SUPERINTENDENT	6282	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

**GENERAL STATEMENT:**

Working under the supervision of a Caltrans Maintenance Manager I or II, the incumbent is responsible for the initiation, preparation, and supervision of contracts submitted for the region; responsible for coordinating training and maintaining employee training records for the region utilizing the Learning Management System. Work week will be Monday through Friday, a 5/40 schedule,        a.m. to        p.m. The incumbent will 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 Class C California Driver's License. Possession of a CAL-DPA Qualified Applicators Certificate is desirable. Duties include, but are not limited to:

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40%	E	Reviews and monitors region contracts which include; scope of work, pre job meetings with contractor; maintain contract data records (invoices/contract time frame/dollar balance); evaluate contractor performance to ensure services are performed as specified in contract; resolve contractor/region issues which may arise during the life of the contract; act as region liaison with contract service center for pending, existing, future region contracts; close out contract when appropriate including disencumbrance of funds, evaluation of contractor, authorization of final payment of invoices and if applicable requesting renewal of contract. Attend meetings and training classes as required by the department related to contract preparation, monitoring and contract completion evaluation.
30%	E	Maintains and monitors the region employees training records. Acts as liaison for district/headquarters training coordinators scheduled classes (META, Kingvale etc.). Determines mandated, job-related, job-required etc. training classes for region employees. Sets up training sessions using LMS through Staff Central. Reviews and directs budget preparations consistent with District priorities and assures Region compliance with Integrated Maintenance Management System (IMMS) procedures, Monitors resources in accordance with budget allocations. Monitors and logs public complaints and Caltrans response to each complaint.
15%	E	Perform semi-annual Level of Service reviews, documentation, and computer input for the region. Act as region liaison to the District 7 LOS coordinator. Act as region liaison for Homeland Security issues and training. Utilizing information provided by Integrated Maintenance Management System (IMMS) assists the Maintenance Manager II with overall planning and monitoring of workload levels, directing equipment and material utilization. Provides a high level of technical and management expertise for Maintenance Operations.
15%	E	In the absence of the Maintenance Manager II performs guidance, direction and technical support for the Caltrans Region Administration Officer, Maintenance Region Office staff, and Staff Service Analyst. In the absence of the Maintenance Manager II, or when assigned, represent the Region at Construction Review meetings, Public functions, Political contacts and other Maintenance requiring top level management representation.

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<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

May act in the absence of Maintenance Manager I or II in charge of Region crews and/or Region office staff. May lead/assist private contractors for Caltrans service or emergency contracts.

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; care and upkeep of landscaping and associated chemical applications; supervisor's role in safety-health-labor relations and the process available to meet these program objectives; read, interpret and work from plans, drawings and specifications; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; including but not limited to Maintenance Manual Vol I and II, IIPP, Code of Safe Operating Practices (COSP), Standard Specifications and Plans etc. and rules and regulations pertaining to highway maintenance practices. Possession of a valid Class C California Driver License. Ability to work safely around high-density traffic. Ability to work effectively alone or with others. Must be able to analyze work situations effectively and make sound decisions

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property.

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### PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the contractor, public, Caltrans employees and employees/ representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. Contact may be with hostile public, the employee is expected to maintain a favorable public image for the Department and the State.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The majority of this position is of an analytical nature. This employee must be able to use established methods to analyze existing work standards and develop new standards as needed. Analyze the use of employees, equipment and materials for specific maintenance operations, to review costs and formulate unit cost information. Analyze field data and properly prepare reports for use by upper management. Much of this position is mentally intensive. Supervisors must be able to interact well with employees and individuals from many different cultural backgrounds. Incumbent must also have physical ability to react quickly to errant motorist in the field.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into an analytical nature 85% of the time on a year-around basis. The remainder of the activity is labor.

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

Lifting (Floor to bench to Floor) – Items up to 15lbs may be lifted (5%) of the time.

Incumbent should ask for assistance when moving items over 50 pounds.

Transport and/or Carry – Bagged/boxed material, which may weigh 0 to 15 lbs., must be transported and/or carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 15 lbs. (5%) of the time.

Overhead reaching – Overhead work includes filing (2%) of the time.

Other Reaching – May include filing, using computer keyboard, or telephone. (50%).

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Pushing/Pulling – May include filing, using computer keyboard, or telephone. (50%).

Twisting - May include lifting, filing, using computer, or telephone. (50%) of the time.

Climbing/balancing – Climbing up and down banks, ladders, stairways.

Bending/Crouching/Squatting/Crawling – The Superintendent may bend while inspecting contractors and their employees. (10%) of the time.

Simple Grasping – This activity is necessary about (95%) of the time. Writing and filing out paperwork or using a computer.

Fine Manipulation – This occurs (95%) of a day and usually while writing reports or manipulating the keyboard of a computer.

Importance of hearing and sight – both are essential on the job because the employee must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate with or without hearing aid 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. As per Chapter 13 of the Caltrans Injury Illness Prevention program Safety Manual.

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, draws valid conclusions, makes appropriate recommendations, and adopts an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. 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 his/her unit and provide high quality service to both internal and external customers

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## WORK ENVIRONMENT

Work in a wide range of sometimes-extreme conditions, including heat up to 120 degrees, cold to –15 degrees, strong winds, rain, sleet, and snow.

During the winter months the workweek is normally 5/8-hour days. The scheduling of the 5/8 days is at the discretion of the Region Management. Employee may be scheduled to work the night shift as needed to meet operational needs with proper advance notice.

Maybe requested to work overtime due to storms, emergencies, special work projects, or when the Department deems that it is in the best interest of the State to work overtime with proper advance notice.

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

- A. Appropriate footwear, in good and sturdy condition, must be worn.
- B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department, including hazmat conditions and/or incidents when required.

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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

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