

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Supervisor (Specialist)	OFFICE/BRANCH/SECTION 02/Maintenance/Office of Roadside Maintenance	
WORKING TITLE Culvert Inspector	POSITION NUMBER 902-601-6301-xxx	EFFECTIVE DATE 10/2/15

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 Senior Transportation Engineer for the Office of Roadside Maintenance, and the functional direction of a Transportation Engineer, the incumbent is responsible for performing culvert inspection activities throughout the District's Maintenance area. Job assignments may be subject to rotation, changes in work shift, work hours and workdays, and may require fieldwork and travel on short notice.

SPECIAL REQUIREMENTS: Possession of a valid Class C or better Driver's License.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
25% E	Acts in maintaining and developing District 2's culvert database. Performs post processing and quality control of culvert inventory data collected in the field utilizing Arc View computer software. Uploads processed culvert inventory data into the culvert database. Acts to improve the database through training, service contracts, and working with Headquarters Staff. Will continually communicate related information utilizing culvert inventory data with District 2 management and other personnel in Design, Hydraulics, Field Maintenance, Construction, and HQ staff.
25% E	Conducts culvert inspections in the field throughout the District utilizing the District's remote camera, documents, prepares culvert reports, and organizes and assures integrity of the photos and files collected in the field pertinent to drainage systems. Identifies culvert maintenance strategies and types of culvert defects that lead to structural failure. Will continually communicate related information concerning culvert condition data with District 2 management and other personnel in Design, Hydraulics, Field Maintenance, Construction and HQ staff. Identifies the condition of the culverts on the State highway system with regard to any failure of the roadbed itself that might damage adjacent property, property downstream or endanger life. This work involves lifting a 60-lb. culvert crawler repeatedly; using various hand tools for the removal of grates, metal covers, brush or debris; and walking up and down steep slopes repeatedly.
25% E	Operates GPS equipment to identify the location of all drainage inlets and drainage systems in District 2. Maintains the GPS system on a database and transmits to Headquarters Staff on a periodic basis.
10% E	Maintains the culvert van making sure the equipment receives all scheduled services and PM's and that the equipment is in good operating condition prior to field work. Assures all equipment assigned is properly used and maintained and records kept up to date. Maintains the van's supporting operating equipment and the computer hardware. Performs basic, minimal handwork related to culvert inspection which may involve the use of small chain saws, loppers, shovels, picks, culvert pullers and other related equipment to gain access to culvert openings.
5% E	Conducts field inspections of existing drainage/culvert structures during storms and keep records of storm damage to roads and drainage/culvert structures. Coordinates efforts in conjunction with the Maintenance Drainage Coordinator and the Hydraulics Engineer to review sites with appropriate personnel to develop action plans.
5% E	Performs minor repairs to the crawler and cabling in the field. Ensures that all field persons comply to the Caltrans Maintenance Manual, Code of Safe Operating Practices, and worker protection guidelines while on field duty.
5% M	Administers departmental policy and procedures. Answers employee and public questions regarding maintenance policy and procedure with tact and courtesy. Ensures departmental policy and procedure is being carried out.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

¹ESSENTIAL 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

This is a non supervisory position.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of methods, materials and equipment use in the drainage facilities. Knowledge of the operation and care of automotive and highway maintenance equipment. An ability to use and learn GPS units and computer software including ArcView GIS (Global Information System), ArcIMS, Access, and Excel. Ability to prepare correspondence and written reports, and to communicate effectively orally and in writing.

Ability to make good decisions independently, but also be able to solicit and accept help if needed or offered. Must be able to maintain control of the assigned area of responsibility, accepting and supporting decisions made at levels higher in the chain-of-command. Must have practical field experience in highway maintenance techniques.

Ability to organize and prioritize work including analyzing situations accurately and develop effective course of actions. Ability to assist in investigations, reach sound conclusions and prepare issue papers and reports for making improvements or changes to existing procedures and standards, when necessary. The incumbent must be able to expand on the practical application of written policies, procedures and standards.

Ability to communicate verbally and in writing at a level required for successful job performance. Ability to use a computer and software. Must be able to interpret departmental policy and make clear oral and written presentations.

The incumbent shall make valid decisions for the various culvert related duties. The incumbent must be able to gather, assimilate and analyze all pertinent data relating to the subject. Must be able to evaluate maintenance operations, evaluate procedures utilizing current and state of the art culvert inspection equipment, and develop new procedures for field crews to implement.

Incumbent must be able to analyze situations for correct decisions and/or recommendations on very short notice. Must be capable of understanding basic engineering solutions in drainage design and determining alternatives that provide the most viable solution while considering maintenance, engineering, political and economic issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for independent action in carrying out assigned duties relating to policy development of maintenance functions.

The consequences of not considering all factors could be inconsistent or inappropriate policy setting, inappropriate application of maintenance methods, non-compliance with permits and plans.

Failure to understand and incorporate appropriate standards, requirements and policies into work product may result in harm to the environment, excess costs to the Department and damage to the District's relationship with other agencies. The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Error of judgment could jeopardize meeting project deadlines and loss of program dollars to the District. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

Incumbent will be required to effectively work with others in their section and coordinate with other sections within the District or Programs and may be involved with technical staff members of outside agencies and local interest groups.

Incumbent is required to maintain good relations with members of the public and employees from the same and other Divisions within Caltrans, as well as other agencies. Contacts with other public agencies and private individuals may be daily and the incumbent is expected to maintain a favorable image for the Department.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

While at their base of operation, employee may be required to sit for long periods using a keyboard and video display terminal. Other physical activities will include standing, walking, bending at the neck and waist, stooping, squatting climbing, kneeling, twisting at the neck and waist. Operating a motor vehicle for long periods is also part of this function. The ability to move large or cumbersome plans and diagrams from one location to another will be necessary. Must have the ability to lift the 60-lb. culvert crawler repeatedly, be physically capable of using hand tools for the removal of grates, metal covers, brush or debris and walking up and down steep slopes repeatedly. Other activities may be reaching above or at the shoulder, pushing or pulling, simple grasping or fine manipulation.

Some of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

WORK ENVIRONMENT

While at their base operation, employee will work in a climate-controlled office under artificial lighting and be required to sit or stand for prolonged periods. Fieldwork is required where exposure to high-speed traffic will occur. Incumbent must follow all policies, procedures and safe working practices. Employee will also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat and cold.

The incumbent must be able to respond to reported culvert failures that may occur on short notice. These incidents may occur anytime, during the day or night and on weekends or holidays and in any type of weather. The incumbent will be expected to be available for extended periods out of town on a per diem basis.

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