

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Supervisor	OFFICE/BRANCH/SECTION District 2 - Office of Roadside Maintenance	
WORKING TITLE Culvert Inspection Supervisor	POSITION NUMBER 902-605-7417-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 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.

Incumbent is expected 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.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Conducts culvert inspections in the field utilizing remote cameras, documents, prepares culvert reports, organizes and assures integrity of photos/files collected pertinent to drainage systems. Use of practical field experience in highway maintenance techniques. Identify culvert maintenance strategies and types of culvert defects that lead to structural failure. Identify conditions of culverts on the State highway system with regard to any failure of the roadbed itself.
25%	E	Operate GPS equipment to identify location of all drainage inlets and systems. Maintain GPS system on a database and transmit to HQ staff on a periodic basis.
20%	E	Maintain and develop the District's culvert database. Perform post processing and quality control of culvert inventory data collected utilizing Arc View computer software. Continually communicate related information utilizing culvert inventory data with District management and other personnel in Design, Hydraulics, Field Maintenance, Construction, and HQ staff.
5%	E	Maintain the culvert van ensuring the equipment receives all scheduled services and is in good working condition prior to field work. Ensures all assigned equipment is properly used and maintained utilizing up to date record keeping. Maintain the van's supporting operating equipment and computer hardware.
5%	E	Conduct field inspections of existing drainage/culverts during storms. Keep records of storm damage to roads and drainage/culvert structures. Coordinate efforts with Maintenance Drainage Coordinator and Hydraulic Engineer to review sites and develop action plans.
5%	E	Conduct minor repairs to culvert crawler and cabling in the field. Ensure that all field persons comply with the Caltrans Maintenance Manual, Code of Safety Operating Practices, and worker protection guidelines while on field duty
5%	E	Administer and ensure departmental policy and procedures are being carried out.

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 not a supervisory position.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of methods, material 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 Arc View GIS (Global Information System), ArcIMS, Access, and Excel. Ability to prepare correspondence and written

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reports, and to communicate effectively, orally and in writing.

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 read and write English 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 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.

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 waist and neck. Operating a motor vehicle for long periods is also a part of this function. The ability to lift 60 pounds or move large or cumbersome plans and diagrams from one location to another will be necessary. Other activities may be reaching above 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 motorists 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. Field work is required where exposure to high-speed traffic will occur. Incumbent must follow all policies, procedures and safer 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.

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)

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