STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE Caltrans Maintenance Supervisor	DISTRICT/DIVISION/OFFICE 03 / Maintenance / Sutter-Sierra Region	
WORKING TITLE Caltrans Maintenance Supervisor	POSITION NUMBER 903-709-6301	EFFECTIVE

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: Working under the direction of a Caltrans Maintenance Area Superintendent, the incumbent is responsible for the supervision and operation of all landscape and maintenance activities by the assigned unit.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M)[1]	Job Description
60% (E)	Supervises and directs a maintenance crew, which includes scheduling, ordering all materials for the unit. Does daily input of time using IMMS program, Maintains accurate records for T-8000 account. Schedules weekly, month, and yearly work for unit. Prepares reports including, but not limited to project costs, accident reports and employee evaluations. Documents and initiates corrective actions.
15% (E)	Incumbent is responsible for all vehicles assigned or obtained on a borrow and loan basis used by his unit. Is responsible for assuring proper use, maintenance, and record keeping for all equipment assigned. Perform 6 months safety inspections on equipment.
10% (E)	In a timely manner, submit daily, weekly, and yearly records and reports. Such records and reports include, but are not limited to, timekeeping, projects, traffic control, traffic delays, major incidents, highway damage, highway spills, major incidents, hazardous waste, hazardous materials, personnel evaluations, materials, purchases, fuel, equipment, and any other report or record as requested.

[1] 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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5% (E) Inspect facilities and equipment in order to ensure State facilities and equipment are used and maintained properly. Make inspections for and assist in solving encroachment and permit issues.

5% (E) Conduct safety meetings and other training. Ensure staff is properly trained and qualified to perform assignments. Monitor crews work habits and conditions to provide for the safety of the crew and public.

5% (E) Administer departmental policy and procedures. Maintain crew morale and discipline. Answer employee and public questions regarding maintenance policy and procedure with tact and courtesy. Ensure departmental policy and procedure is being carried out.

SUPERVISION EXERCISED OVER OTHERS

This is a supervisory position. Incumbent will directly supervise the assigned unit. Incumbent will be required to establish and maintain control over the entire operation of the assigned unit, and to clearly be the person in charge. Incumbent will use proper disciplinary procedures when needed, but will also work with and develop subordinates into a productive team of motivated employees.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have a thorough knowledge of materials, methods, equipment, and tools used in highway landscape & maintenance; operation of the landscape & maintenance area and the maintenance of equipment and tools used in landscape maintenance and snow removal; the operating characteristics of the Maintenance Management System, Maintenance Manual Volumes I and II, Safety Manual, Code of Safe Practices, and Guide to Employee Conduct and Discipline, and all other manuals or guides pertaining to highway & landscape maintenance work and workers. Incumbent must have a working knowledge of the IMMS Computer program. Incumbent must also have knowledge of provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to landscape & highway maintenance practices.

Possession of a valid Class C California Driver License.

Ability to supervise and direct the work of subordinate members of the assigned unit and to work safely around high-density traffic.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Errors may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to State

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equipment and facilities. Failure to make timely and proper decisions could endanger human lives and property, and result in lawsuits.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public, and employee is expected to maintain a favorable public image for the State. At times may deal with the media.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

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.

Hearing should be adequate 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. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

WORK ENVIRONMENT

Required to 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. During the summer months the workweeks may be changed to 4/10-hour days. The scheduling of the 5/8 days or the 4/10 days is at the discretion of the District Management

May be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

Personal safety requirements include:

A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
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.

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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.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE

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