

**CALIFORNIA DEPARTMENT OF TRANSPORTATION**

**DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> CALTRANS MAINTENANCE SUPERVISOR	<b>DISTRICT/DIVISION/OFFICE</b> DISTRICT 03 /MTCE/SUTTER SIERRA LNDSPC	
<b>WORKING TITLE</b> LANDSCAPE SUPERVISOR	<b>POSITION NUMBER</b> 903-709-6301-xxx	<b>EFFECTIVE</b> 11-20-14

**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 direction of a Caltrans Maintenance Area Superintendent, the incumbent is responsible for the supervision and operation of all landscape maintenance activities of the assigned crew. Landscape maintenance operations are confined to primary metropolitan freeways, which for the most part are fully landscaped. Will be expected to assist with providing supervision of snow removal and ice/traffic control during winter storms. Must possess a valid driver’s license, QAC is desirable.

**TYPICAL DUTIES:**

**Percentage  
Essential (E)/Marginal (M)**

55% (E) Plan, schedule, direct, evaluate, and participate in the maintenance and propagation of planting, cultivation and irrigation of all types of ground cover, flowers, shrubs, and trees within areas of responsibility. Schedule weekly, monthly, and yearly work. Order and keep inventory on materials and supplies. Input daily time using IMMS program, covering labor, equipment and materials used. Maintain accurate records for T-8000 account. Prepare reports including but not limited to: project costs, accident reports, and employee evaluations. Document and initiate corrective actions.

20% (E) Prepare training reports and budget, local requests, secure bids for outside purchases, oversee pesticide applications and monitor spray reports, budget for pesticides and fertilizers, complete the roadside spray program annually, inspect contract landscaping work for compliance with contract specifications, and prepare preliminary budget estimates and reports. Direct snow removal operations during emergencies and winter storms. Monitor and maintain

highway inventory and custodial work. Investigate and respond to complaints from Caltrans management, governmental agencies, and the general public.

10% (E) Respond to all major emergencies that occur within his/her area of responsibility and may on occasion be expected to respond and assist with emergencies in other cost centers in the absence of key supervisory personnel, landscape personnel, as well as highway maintenance personnel. Will be required to become a member of the Hazardous Material Identification Team. Will respond to hazardous materials spills and keep records; will coordinate and respond with other spill team members to identify hazardous spills within the area and continually upgrade policies and contacts relating to hazardous spills. Will assist other supervisors in the storage and disposal of State generated hazardous wastes.

5% (E) Responsible for all vehicles assigned or obtained on a borrow and loan basis used by the unit. Ensure proper use, maintenance, and record-keeping for all equipment assigned. Perform 6-month safety inspections on equipment. Inspect facilities and equipment to ensure proper use and maintenance. Make inspections for and assist in solving encroachment and permit issues.

5% (E) Give instructions, maintain discipline, hold tailgate safety meetings and enforce policies, organize and supervise landscape and other related work. Monitor and request needed training for subordinates. Ensure on-the-job and formal training as needed, including acting as trainer or instructor on equipment. Plan, schedule, direct and control the work of special programs crews and order materials, supplies, and schedule equipment for maintenance and repairs.

5% (M) May be assigned special projects. May attend meetings, prepare/present reports. May cover for supervisor during temporary absences.

#### **SUPERVISION EXERCISED OVER OTHERS:**

Incumbent will directly supervise and be responsible for all staff assigned to respective crew.

#### **KNOWLEDGE, ABILITY, AND ANALYTICAL REQUIREMENTS:**

Knowledge of materials, methods, and equipment used in the construction, maintenance and restoration of highways and their landscaped areas; knowledge of and ability to set and maintain shoulder lane closures, to perform landscape maintenance adjacent to dense high-speed traffic; operation of landscape area and maintenance of equipment and tools used in landscape maintenance; operating characteristics of the Maintenance Management System; Maintenance Manuals Volumes I and II, California Vehicle Code as it applies to the loading and operation of motor vehicles; rules and regulations pertaining to highway maintenance practices including installation of detours and warning signs; Safety Manual, Code of Safe Practices, the Guide to Employee Conduct and Discipline, and any other manuals or guides pertaining to operation of a landscape area; principles of effective supervision.

Incumbent must have ability to organize, evaluate, and be able to motivate. Must have a working knowledge of the IMMS computer system. He/she should have the ability to maintain records and prepare reports, read and interpret highway engineering drawings, plans, maps and layouts, analyze information provided and take effective action, direct and supervise the work of others; detect unsafe conditions and practices, communicate effectively the policies, legal requirements, and organizational goals under difficult field conditions; evaluate maintenance operations in order to eliminate waste of time and money; and motivate employees continually in an ever improving work setting.

Incumbent must be able to analyze situations effectively and develop appropriate solutions to solve problems.

Valid driver's license is required; QAC preferred but not mandatory.

### **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Errors may cause a waste of time and excessive waste of tax dollars. Errors by the incumbent may cause the State extra expense in maintenance of highways and errors by the incumbent could endanger state employees and the traveling public. Errors may cause incorrect use of pesticide control methods and damage to landscaped area. Errors in judgment could endanger the employee and co-workers.

### **PUBLIC AND INTERNAL CONTACTS:**

The incumbent will have considerable contact with the public regarding highway matters. At times he-she may deal with various news media personnel. Will have a great deal of contact with fellow Caltrans employees and with employees from other agencies. The Territory Supervisor's primary responsibility is to maintain and promote top quality public relations at the working level, for instance with the California Highway Patrol and other police agencies, city/county public works departments, etc. The incumbent will be required to maintain a polite and diplomatic demeanor with the public.

### **PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:**

Some of this position may occasionally be labor intensive. Incumbent must have physical ability to react quickly to errant motorist. Must be able to work long hours under sometime severe conditions.

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:**

You, as the Supervisor, will be required to assure a work place free from harassment in any manner. May perform work in a climate-controlled office under artificial lighting.

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. Will be required to work overtime due to storms, including night shifts, 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.
- 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.

Some crews are designated travel crews and work out of town on a per diem basis up to 80% of the year.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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

DATE

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

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SUPERVISOR

DATE