

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Supervisor	OFFICE/BRANCH/SECTION 03/709 Sutter/Sierra Region
WORKING TITLE Caltrans Maintenance Supervisor – Snow Area	POSITION NUMBER 903-709-6301-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:

The Incumbent will be a Snow Territory Supervisor. Under the direction of a Caltrans Area Superintendent, Incumbent is responsible for the operation of a mountain territory. Incumbent will direct and coordinate maintenance and snow removal operations with the crew assigned to this territory. Incumbent will be expected to take charge and maintain control of a difficult area. Incumbent prepares the territory snow removal and maintenance plans, assigns work, gives instructions, maintains discipline, organizes and oversees work. Supervises subordinates and promotes morale and teamwork within this area. Makes field inspections and reports; prepares correspondence, does work delegated by the Area Superintendent, and any other duties as required. Will represent the Area Superintendent when required. Will be responsible and accountable to the Area Superintendent at all times for the performance of this.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	E	SNOW REMOVAL is extensive and a high priority item during the winter season. He/she will determine size of crews needed, equipment placement and use, and hours worked. Larger crews on duty during the winter present problems with control, supervision and discipline. Incumbent will be expected to maintain control and discipline and, at the same time, promote a high state of morale among the workers. Incumbent will be expected to know the proper methods of snow removal and ice control, and ascertain these methods are followed. He/she will work together with adjoining Supervisors and the Area Superintendent to determine when chain controls go up or down and when roads are to be closed or reopened.
35%	E	MAINTENANCE OPERATIONS will require incumbent to be responsible for direct supervision of crew while they maintain functional highway maintenance, operate maintenance equipment and do miscellaneous labor work in connection with the maintenance of the highways. He/she will be responsible to plan, schedule and oversee work which will include, but not be limited to, grading shoulders, paving and sealing roadbed, repairing road structures, digging or repairing drain ditches and culverts and other miscellaneous labor tasks and work as required. Incumbent will be responsible to prepare purchase orders, acquire needed equipment, schedule personnel, and notify/coordinate the project with all concerned entities including, but not limited to, the Region Office, Public Affairs, District Construction, businesses, and public/government agencies.
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 using IMMS and Staff Central, 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
5%	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.
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 crew 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.

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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.

SUPERVISION OR GUIDANCE 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 maintenance and construction; operation of a maintenance area and the maintenance of equipment and tools used in highway 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 maintenance work and workers. 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 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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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 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 office setting that is high traffic volume, often dealing with many interruptions from this and a high volume of telephone calls. Due to constant interruption, incumbent must have the ability to prioritize and multi-task in order to complete regular work assignments.

During the winter months the workweek is normally 5/8-hour days.

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. May be required to work in the Kingvale Communication Center

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during snow or emergency incidents.

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