

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS MAINTENANCE SUPERVISOR	DISTRICT 4- NORTHBAY REGION	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS MAINTENACE SUPERVISOR	904-	

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 a Caltrans Maintenance Area Superintendent or designee, the Caltrans Maintenance Supervisor plans, supervises, and works with a crew engaged in the maintenance of highways, highway structures, and highway landscape on State highways; maintains existing highway inventory which includes drainage and pump/plant maintenance, delineation, PCC pavements, asphalt pavements; emergency response; accident clean up; and traffic control in a safe manner. Must possess a valid driver's license.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Plan, supervise and keep records of the work the crew is engaged in. Make sure crew is trained in department illness and injury policies and procedures and all said procedures are followed. Maintain balance of stock materials on hand and purchase of some materials necessary for maintenance of State highway system.
25%	E	Work with crew engaged in highway maintenance work. This may include, but not limited to, paving, shoulder grading, mowing, vegetation control, vegetation control, landscape and irrigation system maintenance, chemical application, litter removal, homeless encampment removal, drainage maintenance and repair, sign and guide marker repair, storm related work, fence, guardrail and bridge repairs.
15%	E	Use computer to input employee time, recover monies from property and facility damages due to traffic accidents, use email to communicate with Maintenance Managers, Superintendents and other Supervisors, make entries to the emergency response logs.
10%	E	Respond to emergencies on the highways for traffic control, spilled material clean up and emergency work during storm conditions.

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

Function as supervisor for highway maintenance or landscape maintenance crew, or a combination of crews needed to complete specific jobs. Work with the crew when possible.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of operation and care of automotive equipment including light trucks; minor construction; repair and maintenance work; basic safe work area practices to protect their own safety and health and that of others; regulations and safety practices; highway, structure, and landscape maintenance procedures; safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program and knowledge of basic safe work practices, procedures, tools and equipment used in construction and maintenance of highways, structures, and landscape; methods, materials, and equipment used in planting and maintaining shrubs, various types of ground cover, and trees; mixing and applying of various pesticides; methods and materials used in removing and replacing asphalt, PCC, and to apply seal coats to the highway; methods and materials used in cleaning drainage systems and to follow storm water management policies.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

A poor decision could result in serious injury to you, another Caltrans employee or a member of the traveling public. Poor judgment could also result in damage to equipment or highway facilities.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

PUBLIC AND INTERNAL CONTACTS

The supervisor will maintain regular, personal contact with their crew, leadworker, Area Superintendent, and Maintenance Manager. Supervisor must be able to exercise sound public relation techniques and use prudent judgment when representing the Department with the public and District personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Supervisor may be required to lift heavy objects, operate power hand tools and small equipment, and work extended shifts. Supervisor will be expected to respond to emergencies at night and on weekends in a timely manner.

WORK ENVIRONMENT

Supervisor can be expected to work outdoors most of the time in all types of weather, day or night. Supervisor is subject to sunburn, poison oak, snake and insect bites, loud noise, dust and chemicals. In addition, the job is in close proximity of vehicular traffic.

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