

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS MAINTENANCE SUPERVISOR	OFFICE/BRANCH/SECTION 04/Maintenance Toll Bridge Region	
WORKING TITLE TOW SERVICE MAINTENANCE SUPERVISOR	POSITION NUMBER 904-670-6301	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 direction of a Caltrans Maintenance Area Superintendent the incumbent supervises and documents the work of tow service employees and crews. The Caltrans Maintenance Supervisor will be required to work alternate shifts including night operations. The incumbent is expected to operate independently in determining and scheduling work to be done.

**TYPICAL DUTIES:**

Percentage		Job Description
60%	E	Under direction of a Caltrans Maintenance Area Superintendent, incumbent will supervise, guide and direct the activities of employees performing 24 hour tow service operations at the 7 state owned toll bridges. Oversee equipment operation and training, use of specialized materials and tools required to accomplish the work are provided. Oversee employees working on special projects including coordination with other areas to share manpower and equipment.
15%	E	Conducting tailgate meetings every ten days including storm water, COSP and current maintenance instructions. This includes the review and resolving of issues dealing with storm water.
15%	E	Use computer to input employee time, recover monies from property and facility damages due to traffic accidents, use email to communicate with Superintendents and other Supervisors.
5%	E	Schedule employees for training classes as required. Analyze courses offered and identify need for classes based on mandated courses and target audiences.
5%	M	Equipment inspections every 6 months, review pre-ops and schedule equipment repairs as needed.

<sup>1</sup>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**

The incumbent plans, schedules, directs and assigns the work of a crew. This includes scheduling work according to deadlines, training employees and evaluating their performance and taking or recommending appropriate action. Supervision is direct and continuous.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of operation and care of automotive equipment including light trucks; basic safe work area practices to protect their own safety and health and that of others; regulations and safety practices, 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. Ability to read writes and converses in the English language at a level appropriate to the classification. It is desirable, not mandatory to have a class "A" Drivers license. The incumbent must possess a valid class "C" Drivers License.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incorrect decisions or error in judgment could result in improper work practices that may endanger the safety of both Caltrans employees and the public. Many of the issues are often of an extremely sensitive and confidential nature, which have an impact on all District Maintenance employees. A serious error could result in an employee grievance, possible violation of health and safety standards, not meeting Maintenance program objectives, or extensive legal/monetary liability.

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## PUBLIC AND INTERNAL CONTACTS

The position has extensive internal and external contacts within the department, the District and the State. Other public contacts may be with local, City, County or Federal agencies.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the physical ability and manual dexterity to bend, stoop, kneel, and stand for prolonged periods of time. Physical agility and strength necessary to work safely at heights of at least 200ft above the ground or water, and the physical fitness to withstand working continuously under adverse (cold, wet and windy) weather conditions. The mental and physical ability to work around loud and moving equipment is able to analyze various situations accurately and develop sound alternatives when necessary. Ability to maintain good relations is critical. Physical ability and willingness to use respirator equipment, willingness and ability to improve knowledge and efficiency by completing related courses as required.

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## WORK ENVIRONMENT

1. Extreme weather conditions hot and cold.
2. Heights over 250 feet.
3. High wind conditions.
4. Work around moving equipment.
5. Work around fast moving traffic.
6. Work inside bridge structures.
7. Work in areas of limited space.

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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)

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EMPLOYEE (Signature)

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DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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