STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Maintenance Supervisor	04-Division of Maintenance-East Bay/Delta Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Caltrans Maintenance Supervisor	904-690-6301	09/26/2014

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 Superintendent, the Caltrans Maintenance Supervisor, supervises a landscape or maintenance crew tasked with maintaining assets in State rights of way. The incumbent will be required to operate vehicles requiring a valid Class C driver license issued by the Department of Motor Vehicles. Incumbent's work hours will be 7:30 a.m. to 4:00 p.m., Monday through Friday. To help the Department with scheduling, the incumbent may be required to work alternate work shifts such as but not limited to 9/80, 4/10, work nights or weekends and holidays.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
60%	E	Plans and assigns work, equipment, and materials needed to accomplish tasks. Supervises, directly or indirectly, a crew during their daily assignments, monitors safety in the workplace and equipment by ensuring that employees follow all directives, policies and procedures of the Department as well as all other applicable State and Federal laws, rules or regulations , enters employee time and work into the Integrated Maintenance Management System, "IMMS", daily.
20%	E	Develops an annual maintenance plan and manpower needs assessment for an assigned area to provide the Area Superintendent with information for budget development. Inspects their maintenance area and facilities regularly to determine deficiencies and prioritizes needs according to the Region's, District's or Department's goals and mandates, then, using their own resources, Region resources or District staff, remedy deficiencies.
10%	E	Evaluates an employee's performance, writes probationary reports and Individual Development Plans, investigates and evaluates employee misconduct and accidents and determines the proper progressive disciplinary action if needed. Acts as the contact for employees and the Region Office staff regarding pay and benefit issue.
10%	E	Reviews training needs of employees for; equipment, mandated training, and work related training and implements a training plan.

[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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Caltrans Maintenance Supervisor is responsible for the direct and indirect supervision of a crew consisting of leadworkers, equipment operators and maintenance workers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the Department of Transportation Vegetation Control policies.
Knowledge of standard methods, tools and materials used in maintaining, renovating, and replanting highway landscape and highway facilities, including irrigation, chemical spraying, fertilizing and replanting.
Knowledge of standard methods, tools and materials used in maintaining, repairing, and replacing highway asphalt, Portland Cement Concrete slabs, drainage, highway facilities, highway delineation, pumping stations and other assets on State rights of way.
Knowledge of the California Vehicle Code, especially the Commercial Driver section.
Knowledge of State laws and agency rules and regulations pertaining to highway maintenance procedures and equipment operation.

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Knowledge of proper traffic control as stated in Chapter 8 of the Maintenance Manual Vol. 1.
Knowledge of Maintenance Manual Vol. 1 and 2.
Knowledge of the Integrated Maintenance Management System.
Knowledge of the Department Safety Manual.
Knowledge of procedures for directing traffic for emergencies.
Knowledge of Maintenance Storm Water Handbook.
Knowledge of the Progressive Discipline Process.
Knowledge of the Caltrans Acquisition Manual, Property Control Manual, and the Information Security Manual.
Knowledge of the Deputy Directives and Director's Policies.
Knowledge of Bargaining Unit 12 Memorandums of Understanding.
Ability and skills to act professional and manage emotionally charged situations involving employees, the public or other individuals encountered in the course of duty , be able to cope with pressure and maintain focus during an emergency, i. e. traffic accidents, employee injuries, and natural disasters.
Ability to plan, direct and supervise the work of employees, and special program groups personnel.
Ability to assess landscape plants condition and needs, irrigation operating system, and landscape and roadside deterioration in order to determine the need for repair or corrective action.
Ability to recognize deficiencies in roadway and right of way, hazards, and determine the need for repair or corrective action.
Ability to analyze organizational and operational problems and develop timely and economical solutions.
Ability to establish program objectives or performance goals and to assess progress toward those objectives/goals.
Ability to communicate effectively, orally and in writing in English with a diverse group of people.
Skill to use and operate maintenance and repair of a wide variety of highway maintenance equipment, including proper methods and procedures for the type of material and activity on which the equipment is being operated.
Skill to train others and evaluate progress.
Skill to explain and implement new procedures, changes in operations, and revisions in law and policy to subordinates.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor or inadequate decisions can result in personnel grievances, torts, audits, personnel injuries,substandard work quality, unnecessary expenditures,inefficient and unnecessary use of resources, unsafe conditions and adverse action.

PUBLIC AND INTERNAL CONTACTS

The Caltrans Maintenance Supervisor interacts; daily with their employees, routinely with Region management and office staff, District staff, including the Public Information Officer and Dispatchers, frequently with the public, contractors, local government officials and law enforcement and other outside agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Some positions may require; the ability to occasionally perform labor intensive tasks requiring, bending, stooping, kneeling, reaching, pushing, pulling and climbing in the course of the work. Corrected; hearing should be adequate to hear audible warning devices used for worker safety, sight needs to met the State of California Department of Motor Vehicles standards for safe vehicle driving, and night vision must allow for safe work or driving after dark. Incumbent must have physical ability to react quickly to errant motorist and be able to work long hours under sometime severe conditions.

WORK ENVIRONMENT

The incumbent may expect to; work in all types of weather with temperatures ranging from 20 to 110 degrees, strong winds, rain, fog, sleet, and flooding, be exposed to , poison oak, snakes, insect, loud noise, dust, chemicals, flying debris, high speed vehicle traffic adjacent to the work zone, and moving construction equipment in the work zone. The incumbent may be required to, work at heights greater than 7 ft., work in confined spaces, travel and stay overnight to attend mandatory classes, respond to emergencies after and before their shift, weekends and holidays and that their shift may change due to Departmental necessities, i.e. floods, earthquakes, and storms.

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