

CALIFORNIA DEPARTMENT OF TRANSPORTATION

DUTY STATEMENT

<p>CLASSIFICATION TITLE</p> <p>CALTRANS MAINTENANCE SUPERVISOR</p>	<p>DISTRICT/DIVISION/OFFICE</p> <p>DISTRICT 04/MAINTENANCE/SOUTHWEST REG</p>	
<p>WORKING TITLE</p> <p>TREE CREW SUPV. (Woodside / Limited Term)</p>	<p>POSITION NUMBER</p> <p>904-730-6301-xxx</p>	<p>EFFECTIVE</p> <p>June 18, 2014</p>

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible: working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Working under the direction of a Caltrans Maintenance Area Superintendent, the incumbent is responsible for the supervision and operation of maintenance activities by the Woodside Tree Crew, which include but are not limited to: tree maintenance, landscape maintenance, drainage maintenance, and National Pollutant Discharge Elimination System (NPDES) activities. Will supervise emergency response, accident cleanup, and traffic control situations. Class C drivers license is required; Class A or B drivers license is highly desirable.

TYPICAL DUTIES:

Percentage

Essential (E)/Marginal (M)

- 40% (E) Schedule and plan work for the assigned unit. Ensure required personnel, materials, and equipment is available. Prepare necessary work plans on a daily, weekly, monthly and yearly basis. Inspect right-of-way and recognize deficiencies and hazards in order to initiate appropriate actions.
- 30% (E) Supervise and participate in a wide range of work projects undertaken by the assigned unit. Such projects include, but are not limited to, NPDES projects, tree maintenance, drainage maintenance, landscape maintenance, and chain control activities.
- 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, projects, traffic control, traffic delays, major incidents, highway damage, highway spills, major incidents, hazardous waste, hazardous materials, personnel evaluations, materials, purchases, fuel, equipment, stormwater, and any other report or record as requested.

- 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% (M) Respond to emergencies and major incidents such as traffic accidents, highway spills, floods, and storms.
- 5% (M) 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.

**SUPERVISION EXERCISED OVER OTHERS:**

This is a supervisory position. Incumbent will directly supervise the assigned unit.

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

Must have a thorough knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; tree maintenance; roadside vegetation control; storm water programs; operation of a maintenance area and the maintenance of equipment and tools used in highway maintenance; 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 have a working knowledge of the MMSI Computer program. 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.

Ability to establish and maintain control over the entire operation. Ability to supervise and direct the work of subordinate members of the assigned unit and to work safely around high-density traffic.

Ability to use proper disciplinary procedures when needed and to work with & develop subordinates into productive team of motivated employees.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

Possession of a valid Class C drivers license is required; Class A or B is desirable.

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

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 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. The scheduling of the 5/8 days or the 4/10 days is at the discretion of the District Management

Will 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.

