

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS MAINTENANCE SUPERVISOR	04/Maintenance/ Specialty Region UNIT 1112	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CMS Striping	904-760-6301	9-5-2014

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; reporting to work as scheduled; 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: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the general direction of a Caltrans Maintenance Area Superintendent, the incumbent is in charge of and supervises the work of a crew in the district wide striping operations. He or she is responsible for the actions of their crew members and is subject to handle the discipline there-of. Supervisor will maintain an organized, systematic, scheduled method of accomplishment of the needed work, according to the prioritized needs of the region, i.e. immediate safety items, highly visible items, regional office requirements, scheduled complaints, and regularly scheduled maintenance of the district. Must possess a valid driver's license.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% (E)	Assign, instruct, maintain discipline, and pass on difficult problems in connection with supervising the work of a specialized crew. Validate and approve employee hours worked and leave time. Review, coordinate, and schedule various jobs within the district, ensuring that required personnel materials, and equipment is available.
30% (E)	Using various computer software, prepare reports of work progress and prepare supervisory reports covering labor, equipment, and materials used. Prepare monthly expenditure and material usage reports. Review and initiate all purchase requests and written responses through electronic mail. Review and ensure accident forms for damage are correct and uniformly submitted. Review and inspect procedures and techniques to ensure equipment and other State property are properly protected and maintained.
10% (E)	Conduct safety meetings and ensure staff is properly trained and qualified to perform assignments. Review and record timely completion of tailgate meetings, accident, safety, and storm-water reports. Respond to emergencies and major incidents such as traffic accidents, highway spills, floods, and storms.
10% (M)	Accomplish special assignments which could be district or departmental requirements such as Level of Service reviews and Chapter 8 (Safety). May cover for supervisor during short-term absences.

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

Directly supervises a group of various Leadworkers, Equipment Operators, and Workers. During the absence of the Area Superintendent, the incumbent may assume the duties.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Materials, methods, and equipment used in the maintenance of highways and highway delineation of a maintenance region. Operations and maintenance of equipment and tools used in highway maintenance, provisions of the California Vehicle Code (CVC) as it applies to the loading of motor vehicles, rules and regulations pertaining to highway maintenance practices; detour and warning signs placement, accident prevention techniques, traffic control, principles of effective supervision, ability to read highway engineering drawings, plans, maps, layouts, and detailed schematics. Must possess a valid Class "C" California Driver's License.

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The position requires extensive maintenance expertise to analyze situations accurately and direct the crew accordingly to repair and or maintain state highways. Ability to direct the most appropriate course of action to maintain a high level of safety during operations. It is the prime responsibility to maintain a constant review of all facility components and to analyze them to ensure a compatible environment that would not cause serious health problems or result in death. Develop an effective use of all computer skills and maintain those skills in preparation for future needs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes routine decisions pertinent to his or her phase of responsibility in overseeing raised/recessed marker operations and condition of pavement. If an error in judgment is made, it could result in problems ranging from a minor inconvenience to departmental embarrassment. However, serious errors especially during emergencies or during a natural disaster or other emergencies could result in loss of life or closure of a state highway, and State liability could be extensive.

PUBLIC AND INTERNAL CONTACTS

Incumbent will routinely contact or interact with other Caltrans personnel, contractors, engineering consultants, and the general public. These contacts may take the form of verbal or written communications relating to the assignment. The incumbent will be in a high visibility position as a State representative.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work on a keyboard; manual dexterity; sitting for long periods; ability to focus for long periods of time. Must have the ability to drive State vehicles to remote locations for inspections and or investigations of maintenance issues. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Develop and maintain cooperative relationships with subordinates; must be able to organize and prioritize large volumes of varied work related assignments. May be subject to and have the ability to handle irate public in a calm manner. Ability to resolve emotionally charged issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus on the issue at hand. Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance.

WORK ENVIRONMENT

The incumbent will be responsible to assign, adjust, order, and maintain all necessary factors to safely accomplish his or her work in the best interest of the State and the traveling public.

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)

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
