STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Maintenance Supervisor	District 5/North Region/610	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Maintenance Supervisor	905-610-6301-xxx	

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 Caltrans Maintenance Supervisor supervises and works with a crew engaged in various highway and landscape maintenance tasks. Plans, organizes, conducts and evaluates safety-training needs. Develops work plans and crew schedules for an assigned area. The incumbent will be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers. This classification requires a valid class C driver's license.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Supervise, direct, and assign work of a crew engaged in the maintenance and landscape of State Highways and in the right of way bordering freeways and highways. Assures the safety of the crew and traveling public and oversees proper operation and repair of equipment. Routinely reviews job sites, evaluates assigned areas, identifies problems and adjusts assignments appropriately. Plans and assigns work, gives instructions and ensures work is performed properly and safely. Maintains discipline, evaluates subordinates performance and takes or recommends appropriate disciplinary action. Routinely reviews his/her assigned area, identifies problems/solutions, makes work assignments accordingly and determines effectiveness of crew's efforts. Effectively provides tools, supplies, and training for crew efficiently complete work tasks. Analyzes situations accurately and adopts an effective course of action. Responds to incidents involving decisive and physical actions. Above stated activities involve essential integral physical activity as outlined in this document.
30%	E	Accountable for ensuring all regulations and safety and health practices, policies and procedures as contained in the Injury and Illness Prevention Program. Reviews Safety Manual, Chapter 8 and Code of Safe Practices. Implements, maintains and enforces Department's safety rules, policies and procedures. Maintains current First Aid and Hazmat First Responder Operations certifications. Ensures crew is properly trained and qualified (first aid, equipment, etc.) and maintains a workplace free of discrimination. Acts as a trainer for Region/District training needs. Above stated activities involve essential integral physical activity as outlined in this document.
20%	E	Responsible for accurately maintaining monthly expenditures, time keeping, IMMS (Integrated Maintenance Management System), personnel records, purchasing of material and supplies. Accurately reports on progress of work, labor, equipment and materials used. Holds tailgate safety and storm water meetings. Submits monthly reports (spp count, litter pick-up totals, weeds cut and dumped total, etc.) Physically inspects employee driver's licenses monthly. Above stated activities involve essential integral physical activity as outlined in this document.

[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

Will be responsible for the supervision of the Caltrans maintenance leadworkers, operators, and maintenance workers assigned to the unit.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: The incumbent must have the knowledge of materials, methods and equipment used in the Maintenance Department; operation and care of automotive equipment including light trucks, construction equipment and power tools; provisions of the California Vehicle Code rules and regulations pertaining to operation of vehicles and highway

maintenance practices. Must have knowledge of the principles of effective supervision; responsibility for promoting equal opportunity throughout the workplace; maintain a work environment free of discrimination and harassment; maintain and effective Injury and Illness Prevention Program. Must be able to direct the training and development of personnel in various types of operation; modify and change work methods to solve various problems encountered in daily operations and during emergency situations; determine equipment and personnel needed to complete a job. Must possess knowledge of basic occupation safety and health regulations in Title 8 Industrial Relations-Construction and General Safety Orders.

Ability: Plan and give directions at a level required for successful job performance; organize, conduct and evaluate safety training programs; analyze grade and slope status; install and evaluate retaining walls; interpret blue prints; detect unsafe working conditions; follow oral, and written instructions; communicate clearly over a two-way radio system and keep accurate records. Must have administration abilities and be able to maintain monthly expenditures of equipment usage, material usage, personnel hours and record keeping. The incumbent must have the ability to establish and maintain order, while treating subordinates, coworkers and court referrals in a respectful professional manner. The incumbent must maintain a moral standard that reflects favorably upon the Department; act forthright in all communications with subordinates, peers, supervisors, and other contacts; be in good steward of all resources placed with his or her sphere of influence. Prepare correspondence, clear and comprehensive reports and communicate effectively.

Analytical: Analyze situations accurately and adopt an effective course of action. Analytical ability is required to plan, budget, determine equipment needs and schedule the work of others. As a job is in progress, incumbent must continually assess weather conditions, traffic, equipment breakdowns, etc. and adjust planned work accordingly; including emergencies when quick thinking is essential.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

While the incumbent is under the general direction of a Caltrans Area Superintendent; the responsibility for decisions is at this level and poor judgment could result in serious injury or death to the employee, crewmembers, other Caltrans employees, court referrals, and the traveling public. Resulting in tort liability or employee grievances for the Department. Errors in judgment could also result in civil and/or criminal liability for the supervisor. Need to exercise judgment in determining job needs including (but not limited to) safety and in meeting emergency field situations.

PUBLIC AND INTERNAL CONTACTS

The employee will have continual contact with other crewmembers and may have contact with the Court Referrals. Considerable contact with other Caltrans employees, Courts, Volunteer Centers, the California Highway Patrol and other law enforcement personnel. Some contacts with the general public. Some contact with other governmental agencies, vendors, and others. In all contacts even temperance and effective communication must be maintained.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to do heavy manual labor including moving/placing heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground; working in confined spaces; and standing or sitting for prolonged periods. Note: Typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can integral to the position and required on a day to day basis.

WORK ENVIRONMENT

The incumbent may/will be exposed to loud noise, dust, chemicals, extreme weather conditions and great heights.

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.)

POSITION DUTY STATEMENT

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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