

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Maintenance Supervisor	District 5 Maintenance - Big Sur	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Caltrans Maintenance Supervisor	905-630-6301-xxx	

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:

Under the direction of the Caltrans Maintenance Area Superintendent in Salinas for Big Sur, you shall direct and supervise the Big Sur Maintenance Crew and facility. When fully staffed this unit has six (6) employees. This crew is responsible for maintaining Highway 001 in Monterey County. This route is to be maintained in a safe and well kept condition. This crew's work hours are 0730-1600 hours, Monday through Friday. At times, and for operational needs, this crew may be required to work an alternate shifts, short term; such as but not limited to 9/80's, 4/10's or night and or weekend work.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	You shall plan and schedule work for yourself and crew. Maintain discipline, enforce Departmental policies and procedures and all laws and regulations. Using a prepared work plan assign work tasks and give instructions to this crew. You shall procure supplies and order from the warehouse all items required and needed for the maintenance of Highway 1 and this facility. You shall track inventory of purchased and ordered items and record balances. You shall utilize (IMMS) Intergrated Maintenance Management System to record work activities, production, equipment usage, material and personnel costs accurately. Utilize the Calcard and EFIS system in accordance with all policies and procedures. You shall communicate in a professional and polite manner to all Caltrans employees, and those of other agencies and the private sector. You shall set an ethical example for your crew and the public in all actions performed while working for the Department. You shall actively enforce the Departments Safety policies and address immediately any violations. You shall make work expectations and those of personal behavior clear to all employees. You shall be impartial and fair in all aspects of work, discipline, training, job assignments, and overtime authorization. You shall ensure (IDP's) Individual Development Plans, are given annually and include a new Expectation Document, Duty Statement, and a Drivers License Review. You shall follow the work requirements listed in the IUOE MOU.
20% E	You shall conduct crew safety meetings, work site inspections and accident investigations as required or needed. You shall follow all Departmental Regulations and Policies. You shall communicate politely and clearly with all staff, other agencies and departments as well as the general public. You shall conduct all inspections and compliance reviews required by the Department, CalOsha, and local agencies. You shall immediately address any performance or behavior problems documenting the actions taken and plans for improvements.
15% E	Expectations are that you will respond when called to all emergencies, natural disasters and weather or traffic related incidents. You shall plan and schedule work for this unit. This will include a wide range of projects to include but not limited to flexible pavement maintenance, vegetation control, both mechanical and chemical, fence and guardrail repair, drainage repair, inspection and maintenance. Maintain Vista Points, Park & Rides and all aspects of storm maintenance.
10% E	In a timely manner, submit daily, weekly and yearly records and reports such as but not limited to, timekeeping, compliance, traffic control requests, major incidents, highway and facility damage, spills, hazardous waste, personnel evaluations, materials, purchases, fuel, equipment, inspections and others.
10% E	Administer Departmental policies and procedures. Maintain crew morale and discipline, Create a Comfortable work environment. Monitor crews work habits, procedures and conditions. Ensure the safety of the crew and the traveling public.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 854-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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5% E This facility has employee housing and you shall be responsible to inspect and report any problems associated to the State housing to include known violations of the lease agreements.

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

This is a supervisory position. You shall directly supervise this unit. You shall maintain an impartial control over the entire unit treating everyone equally and with the same respect. You shall work as a team with the crew Leadworker and work through, with, and include them in all planning, decision making and work execution. You shall address any problems or situations immediately and seek a resolution and or provide the appropriate progressive discipline steps warranted. Keep Safety your number one priority. You shall promote a team concept; inspire collaboration and work with subordinates to make decisions. It is your responsibility to train and motivate your staff.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Incumbent shall have a thorough knowledge of materials, methods, procedures, tools and equipment used in the maintenance and repair of highways and associated facilities. You shall be familiar with IMMS, LOS, BMS, Maintenance Manuals Volumes I & II, Safety Manual, COSP's, and all IIPP's documents and the California Vehicle Code as it pertains to the loading and operation of motor vehicles and the rules and regulations pertaining to highway maintenance practices. You must be in possession of a valid non-restricted Class C License. If you maintain a valid CDL and are getting Drivers Differential Pay you must maintain a valid and current Medical Certificate.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to perform the duties required will and can result in work activities costing more than they should; possibly resulting in accidents and or injuries to the traveling public. Poor decision making could result in extensive liabilities to the State of California. Failure to perform required duties will result in progressive discipline up to and including dismissal.

PUBLIC AND INTERNAL CONTACTS

You shall communicate daily with the Area Superintendent on all aspects of the crew and their work activities and performance. Request approval and guidance for operational decisions. You shall communicate politely and with respect to all employees, public, other agencies and divisions. You shall understand the importance of maintaining a positive relationship with local business in this area and the economic and political impacts of poor decision making.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent is required to work as a "working supervisor" due to the size of the crew. Work at times may be labor intensive. Incumbent must have the ability to react quickly to errant vehicles and or hazardous working conditions such as unstable slopes. Employee's hearing must be adequate to hear warning devices used by look-outs that warn of eminent danger at the work site. Vision limitations must be able to be corrected to meet DMV standards. Employee must be able to cope with working in an isolated location. Incumbent may be required to wear ear plugs, move heavy objects, stand or sit for prolonged periods. May be required to bend, stoop or kneel. Must have the ability to maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses.

WORK ENVIRONMENT

Incumbent is required to work in a remote location in Monterey County. This location is subject to frequent isolation and power outages due to weather related conditions. Areas that provide services and goods are very limited. Weather can be adverse and severe at times. Alternate work schedules are sometimes required. Overtime at this location is frequent and unpredictable. Employee will be required to work overtime due to storms, emergencies, special work projects.

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)

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EMPLOYEE (Signature)	DATE
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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