

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
 DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Caltrans Maintenance Supervisor	<b>DISTRICT/DIVISION/OFFICE</b> 06/Maintenance / 1602 Taft North	
<b>WORKING TITLE</b> CMS Maintenance	<b>POSITION NUMBER</b> 906-610-6301-	<b>EFFECTIVE</b> December 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 highway maintenance crew, maintains the existing highway inventory, which includes, drainage and pump/plant maintenance, maintain two Safety Roadside Rest Areas near Buttonwillow, delineation, Portland Concrete Cement pavements, asphalt pavements, emergency response, accident clean up, and traffic control in a safe and efficient manner.

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 7:00 a.m. to 3:30 p.m., Monday through Friday. To help the Department with scheduling, the incumbent may be asked to work alternate work shifts such as but not limited to 9/80, 4/10, work nights or weekends.

**TYPICAL DUTIES:** Plan activities of assigned maintenance crew to determine staffing, equipment, and materials to accomplish the work by:

Percentage	Job Description
Essential (E)/Marginal (M)	
30% (E)	Plan activities of assigned maintenance crew to determine staffing, equipment, and materials needed to accomplish the work. Prepare schedules and direct the crew daily weekly and monthly assignments to ensure safe and efficient task completion. Procure and schedule equipment, plan and implement weekly, monthly and yearly schedules. Monitor and insure the safety of the crew in the work site. Estimate and authorize quantities of materials needed for any given job site. Daily time keeping utilizing the Departments IMMS program to record employee time, as well as materials and equipment used. Report preparation and record keeping relating to maintenance and landscape work, as well as budgets using a computer, forms and Departmental programs. Prepare request for materials and services. Process damage claims for damage to State property.
25% (E)	Develops an annual maintenance plan and manpower needs assessment for an assigned area to provide the Area Superintendent with information for budget development. Inspect the area to determine maintenance deficiencies and priority needs to be done and recommends types of work and quantities of materials, inspect facilities to determine repairs

and enhancements, recommend maintenance projects needs and priority. Implement a training plan for all employees on equipment, personal needs and mandated training to help the employees to safely and efficiently perform their duties.

- 25% (E) Supervise subordinate staff to ensure the objectives of the work area are met by participating in the recruitment process and interviewing staff and training staff. Conduct performance appraisals and complete performance Individual Development Plans. Investigate and evaluate incidents and accidents. Address staff problems and determine disciplinary action. Approve leave requests, record and maintain daily time for staff.
- 20% (M) Coordinate with other Supervisors to share manpower and equipment. Provide equipment, development, and safety training and specific work direction to the employees. Inspect equipment and ensure State property is properly protected and maintained. Review the work area for safety and departmental procedures. Work with and assist crew performing maintenance/landscape duties. Establishes and maintains a good relationship with local community and law enforcement officials and the traveling public to preserve a good image for the Department.

<sup>1</sup> 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 EXERCISED OVER OTHERS***

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

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

- Knowledge of the Department of Transportation current Vegetation Control policy, which refers to the treatment of all plants growing within highway rights of way, whether native or in landscape areas.
- Knowledge of standard methods and materials use in maintaining, renovating, and replanting highway landscape and highway facilities, including irrigation, chemical spraying, fertilizing and replanting.
- Knowledge of standard methods and materials use in maintaining, repairing, and replacing highway pavement and highway facilities, including asphalt, Portland Cement Concrete, drainage repair, highway delineation and more.
- Knowledge of the California Vehicle Code as it applies to the loading and operation of motor vehicles.
- Knowledge of State laws and agency rules and regulations pertaining to highway maintenance procedures and equipment operation of assigned crew.
- Knowledge of proper traffic control procedures including highway signing, flagging, and coning to perform work safely and efficiently on busy highways.
- Knowledge of emergency procedures for directing traffic due to motor vehicle accidents, spins, and slides including lane closures and detours.
- Ability to plan, direct and supervise the work of employees, and special program groups personnel.
- Ability to access landscape plants condition and needs, irrigation operating system, and landscape and roadside deterioration in order to determine the need for repair or corrective action.

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- Ability to access road conditions, hazards, and surfaces deterioration in order to 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 adjust to change, work pressures, or difficult situations.
- 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.
- Possession of a valid Class C driver's license.

***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

The Caltrans Maintenance Supervisor is responsible to carry out all safety requirements of the department. Poor or inadequate decisions can be costly to the Department in terms of the usage of resources or in the need for additional maintenance resulting from work products of poor quality.

***PUBLIC AND INTERNAL CONTACTS***

The Caltrans Maintenance Supervisor has daily contact with crewmembers, as well as the public, to provide information, and to respond to complaints and emergencies in all areas of highway maintenance, incident response or dispatch. The Caltrans Maintenance Supervisor has frequent contact with higher level managers to review accomplishments and plan future activities. The Caltrans Maintenance Supervisor not only contacts other maintenance units regularly to coordinate equipment and personnel exchange, but will also contact local government officials and law enforcement agencies that provide services.

***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

The Caltrans Maintenance Supervisor will be required to wear safety equipment, such as earplugs, hardhats, latex gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. The incumbent will be required to move heavy objects, stand or sit for prolonged periods, bending, stooping, and or kneeling. The incumbent may have to walk on uneven surfaces, climb slopes, ladders, and work on elevated scaffolding. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situation, recognize emotionally charged issues or problems, and acknowledge the various responses.

***WORK ENVIRONMENT***

The Caltrans Maintenance Supervisor can expect to be outside most of the day in all kinds of weather. The work is physically demanding and requires stamina, agility and strength. The incumbent may be subject to sun burn, insect bites, loud noises, dust and chemicals. In addition, the job is potentially hazardous because it is performed at the side of the road or on the roadway itself where workers are

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exposed to vehicular traffic. There is a possibility of injury by working with and around heavy equipment, hot and/or pressurized material. The incumbent may be required to work rotating or irregular shifts, including night work. The incumbent may be called at any time to respond to emergencies and highway incidents.

**I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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 Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I have discussed the duties and provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor - Joel Martin

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date