STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
|---|---|---|
| CALTRANS MAINTENANCE SUPERVISOR | MAINTENANCE/D07/HAZMAT/STORMWATER | |
| WORKING TITLE | POSITION NUMBER | EFFECTIVE DATE |
| VIDEO CULVERT INSPECTOR | 907-601-6301-XXX | 12/01/2014 |

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 the Caltrans Maintenance Manager I, the Video Culvert Inspector performs field inspections of culverts/drainage systems throughout the District. Collects inventory and assessment data using remote video equipment, Global Positioning System survey equipment and hand-held computers. The Video Culvert Inspector works closely with the Maintenance Engineering staff to make recommendations on condition ratings, identifies possible deficiencies and also recommends mitigation strategies. Incumbent shall adhere to all Caltrans policies and directives.

## TYPICAL DUTIES:

| Percentage | Essential (E)/Marginal (M)[1] | Job Description |
|---|---|---|
| 60% | E | Independently responsible for coordinating with the video camera operator, video and visual field inspections of culverts, document all structural and hydraulic components of the culvert, as well as other pertinent data needed to assess the condition of the culvert. Takes measurements and photographs of the culverts including global positioning measurements. Responsible for the quality and integrity of field data. Works with the Maintenance Engineering staff to make recommendations on condition ratings, identifies possible deficiencies and recommends mitigation strategies. |
| 20% | E | Assists in the processing and quality control of field data using Microsoft Access. Ensures that inspection vehicle undergoes regularly scheduled maintenance services. Maintains hand-held computer, Global Positioning System field equipment and video inspection equipment in good operating condition. Maintains problem and repair log for inspection equipment. |
| 10% | E | Sets-up and maintains safe work sites per the Manual of Traffic Controls for Construction and Maintenance Work Zones as well as Chapter 8 guidelines. |
| 10% | E | Research contract and as-built plans to determine location and characteristics of existing culverts. Prepare reports compiled from field data and the culvert database. |

[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

Normally this position does not supervise.

## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge and abilities of Maintenance policy and procedures and must adhere to all Caltrans policies and directives. Must possess a valid Class C, California Driver's License. Must have knowledge of materials, methods, equipment and tools use in highway maintenance and construction; provisions of the current California Vehicle Code as it pertains to the loading and operation of motor vehicles; rules and regulations pertaining to highway maintenance practices, including but not limited to Maintenance Manual Volume 1 and 2, Injury and Illness Prevention Program, Code of Safe Practices, Standard Specifications and Plans etc. Must have administrative abilities and computer skills. Prepare and maintain records, materials, equipment, budget estimates and expenses. Detect unsafe conditions and practices; plan, organize, conduct and evaluate safety-training programs. Analyze situations accurately and adopt an effective course of action, communicate effectively, prepare correspondence, clear and comprehensive reports. Must exercise sound public relations techniques.

The incumbent should be aware of potential safety hazards, as well as have the ability to work without direct supervision

and be flexible to change and redirection.

The Video Culvert Inspector must be capable of working under physically demanding conditions including small confined spaces, rugged terrain, steep embankments, in and around water.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Video Culvert Inspector will be required to place safety as the most important reason why culverts should be inspected. The failure of major culverts can present a life threatening safety hazard. When a culvert's hydraulic performance is inadequate, the flooding of adjacent properties or downstream areas may occur. A successful inspection program can save State funds for rehabilitation an repair, mitigation costs associated with environmental issues, as well as tort liability associated with property damage. Poor decisions resulting in failure to properly service and maintain inspection equipment would result in excessive repair costs, loss or damage of equipment and negatively impact work production. Poor attention to data collection would require recollecting data which would impact work production. Inaccurate data collection would undermine the culvert inventory program and would result in decisions being made on false or incomplete information. Failure to follow safe work practices could cause physical harm to the employee and/or team members.

PUBLIC AND INTERNAL CONTACTS

The Caltrans Maintenance Supervisor will have extensive internal contacts with others in the Maintenance Division as well as other divisions such as Structures, Hydraulics, Construction and Project Development. Contact with adjacent property owners or other agencies may also be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The majority of this position is of an analytical nature. This employee must be able to use established methods to analyze existing work standards and develop new standards as needed. Analyze the use of employees, equipment and materials for specific maintenance operations, to review costs and formulate unit cost information. Analyze field data and properly prepare reports for use by upper management. Much of this position is mentally intensive. Supervisor must be able to interact well with employees and individuals from many different cultural backgrounds. Employee must also have physical ability to react quickly to errant motorist in the field.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into an analytical nature 90% of the time on a year-round basis. The remainder of the activity is labor.

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

Lifting (Floor to bench to Floor) - Items listed may be any of the following but not limited to drain inlet grates, video camera equipment, global positioning equipment, boxed files, copier paper, computers, chairs or office equipment to 100 lbs. 10% of the time.

Transport/Carry - Bagged/boxed material which may weigh 50 to 100 lbs, must be transported/carried from storage areas to vehicles and from vehicles to job sites which may be on uneven terrain. Tools are carried a few feet to 100 yards and may weigh a few ounces to 50 lbs each. Tools carried may include video camera equipment, signs, standards, flags, cones, etc. and may be carried on uneven terrain. 15% of the time.

Overhead Reaching - Filing and storing material and equipment. Overhead work includes pulling yourself up into many types of equipment, pruning, holding signs, signaling other workers and throwing/loading material in equipment. 5% of the time.

Other Reaching - Setting cones, lubing and checking equipment, raking shoveling, driving, using digging bar, shifting, holding signs, picking up cones; often done on a continuous basis. Over 10% of the work shift.

Pushing/Pulling - Pulling drain grates, pulling brush and limbs, pulling chairs, shoveling, opening doors, hooking up

trailers, pulling on hoses, working cranks on equipment stands, tightening and loosening nuts on bolts. Installing and removing video camera equipment from drainage structures. 15% of the time.

Twisting - The Supervisor may twist while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a truck. Other twisting is done while shoveling, raking, setting down and picking up traffic cones which may weigh 10 lbs. May twist 5% of the time in field or office.

Climbing/Balancing - Climbing is done in/out and off/on of equipment, up and down banks and slopes. 20% of the time in the field.

Bending/Crouching/Squatting/Crawling - The Supervisor often bends continuously throughout the day while in the office or the field. 90% of the shift.

Simple Grasping - This activity is necessary about 90% of the shift; climbing in/out and around equipment, operating office materials.

Fine Manipulation - This occurs 90% of the day and usually while writing reports or manipulating computer equipment.

Importance of Hearing and Sight - Both are essential on the job because the employee must hear directions and equipment and must see in order to perform his/her duties safely.

Hearing should be adequate with or without hearing aid 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. As per Chapter 13 of the Caltrans Injury and Illness Prevention Program Safety Manual.

WORK ENVIRONMENT

The work environment consists of both indoor and outdoor settings. The office is climate controlled under artificial lighting. Field work includes possible exposure to dirt, noise, uneven surfaces, slopes and/or extreme heat or cold. In emergency situations, the employee may be 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. While the normal work week is 5/8 hour days, the employee may be scheduled to work nights or requested to work schedule and/or emergency overtime due to storms, callback, special work projects or to meet operational needs.

Personal safety requirements include but are not limited to (as per the Injury and Illness Prevention Program):
A. Appropriate footwear, in good and sturdy condition, must be worn.
B. Either long or short-sleeved shirts provided by Caltrans, or a saftey vest is to be worn over non-safety shirts or coats.
C. Long pants. No shorts or cutoffs.
D. Provided safety gear; hard hats, safety glasses, hearing protection, gloves, respirators, chaps or other safety gear must be worn when required by the Department.

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)

| EMPLOYEE (Signature) | DATE |
|---|---|
| | |

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

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| SUPERVISOR (Print) | |
|---|---|
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