

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS MAINTENANCE SUPERVISOR	OFFICE/BRANCH/SECTION DISTRICT 07/MAINTENANCE/East Region
WORKING TITLE CMS	POSITION NUMBER 907-640-6301-
	EFFECTIVE DATE

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/landscape maintenance tasks. Plans, organizes, and conducts safety training; evaluates safety training needs. Develops work plans and crew schedules for an assigned area. The work schedule is Monday through Friday from 7:30 A.M. to 4:00 P.M. The incumbent will be required to work overtime, irregular shifts/alternate work schedules including nights, holidays and weekends, may be required to work temporary and/or intermittent varied work shifts, and may be 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. Possession of a class A or B commercial driver's license with tank endorsement and a current medical certificate is desirable. Possession of a Qualified Applicators Certificate is desirable. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
80% E	Supervise, direct, and assign the work of a crew engaged in the landscape/maintenance of State highways in the right of way bordering freeways and highways. Ensure the safety of the crew and traveling public and oversee proper operation and repair of equipment. Routinely review job sites, evaluate assigned areas, identify problems and adjust assignments appropriately. Plan and assign work, give instruction and ensure work is performed properly and safely. Maintain discipline, evaluate work performance, and take or recommend appropriate disciplinary action when needed. Routinely review the assigned area to identify problems/solutions, make work assignments accordingly, and determine the effectiveness of the crew's efforts. Analyze situations accurately and adopt an effective course of action.
10% E	Ensure all regulations, all safety and health practices, policies, and procedures are followed as contained in the Injury and Illness Prevention Program (IIPP). Review Safety Manual, Chapter 8, and Code of Safe Practices regularly with crew. Implement, maintain, and enforce the Department's safety rules, policies, and procedures. Maintain current C.P.R., First Aid, and Hazmat First Responder Operations certifications. Ensure crew is properly trained and qualified (first aid, equipment, etc.) and maintain a workplace free of discrimination.
10% E	Maintain records of monthly expenditures, time keeping, Integrated Maintenance Management System (IMMS) records, personnel records, purchasing of material and supplies. Make reports on progress of work, labor, equipment, and materials used. Conduct tailgate safety and storm water Best Management Practice (BMP) meetings. Submit monthly reports [Special Program People (SPP) count, litter pick-up totals, weeds cut and dumped total, etc.]. Physically inspect crew member driver's licenses monthly.

¹ESSENTIAL 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

Provide direct supervision over a crew of at least five CHML, CLML, CEO II, CEO I, CHMW, and/or CLMW employees.

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;

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provisions of the California Vehicle Code rules and regulations pertaining to operation of vehicles and highway/landscape maintenance practices. Must have knowledge of the principles of effective supervision; responsibility for promoting equal opportunity throughout the workplace; ability to maintain a work environment free of discrimination and harassment; maintain an effective injury and Illness Prevention Program. Must be able to direct the training and development of personnel in various types of operations; 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 occupational safety and health regulations in Title 8 Industrial Relations Construction and General Safety Orders. Must possess knowledge of methods of landscape maintenance used in highway planting and irrigation.

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/or written instructions; communicate clearly over a two-way radio system, and keep simple records. Must have administrative abilities and be able to maintain monthly expenditures of equipment usage, material usage, personnel hours, and record keeping. Must have the ability to establish and maintain order while treating subordinates, co-workers, and court referrals in a respectful, professional manner. 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 during 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 the incumbent's level and poor judgment could result in serious injury or death to self, crew members, other Caltrans employees, court referrals, and the traveling public. Errors could result in tort liability or employee grievances for the Department and/or the State. Errors in judgment could also result in civil and/or criminal liability for the supervisor. Must exercise good judgment in determining job needs including but not limited to safety and in meeting emergency field situations.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have continual contact with crew members and may have contact with court referrals. Will have considerable contact with other Caltrans employees, courts, volunteer centers, the California Highway Patrol, and other law enforcement personnel. Will have some contact with the general public, with other governmental agencies, vendors, and others. Must ensure that fellow employees, SPPs, business partners, and general public are treated with dignity and respect and the work environment is free from discrimination, harassment, or violations of the Director's policy on workplace violence.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: 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. May be required to sit in/on and drive or operate maintenance and landscape vehicles. The incumbent will be required to wear earplugs for loud noises, and must wear respirators and appropriate safety gear as required. The incumbent will be required to clean up in the event of vehicle accidents, hazardous spills, or of general trash and debris. The incumbent must be able to hear and see with or without corrective assistance at a satisfactory level to ensure the safety of self and others. This position is a drug sensitive class. The incumbent will be required to pass a pre-employment drug test and is subject to reasonable suspicion testing during appointment. If incumbent possesses a commercial driver's license, he/she will be required to take random drug tests throughout appointment.

Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Reason logically, draw valid conclusions, make appropriate recommendations, and adopt an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity, reduce costs and maintain or

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improve quality. This position must adhere to the customer service standards set by his/her unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

This position is based at a Maintenance Station in a climate-controlled environment under artificial lights, but some of the duties will be performed outdoors. Weather conditions vary from a cold, windy, and wet winter climate to a very hot and dry summer climate. May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep, uneven, and/or unstable terrain, fast moving traffic, and extreme temperatures. May be required to sit or stand for long periods of time. May be exposed to stressful situations. Will be required to wear long pants and appropriate footwear in good condition, and must wear the provided personal protective safety equipment including but not limited to shirts or vests, hard hats, safety glasses, gloves, face shields, respirators, ear plugs, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively throughout the assigned area and may be required to travel and work in other areas in the District.

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE