STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS MAINTENANCE SUPERVISOR	07/MAINTENANCE/SOUTH	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
07/MAINTENANCE/SOUTH	907-675-6301	

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 general direction of an Area Superintendent a Supervisor coordinates and assigns work of employees engaged in the maintenance and/or landscape of the State highways. Enforces safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program (IIPP); knowledge of environmental, storm water, emergencies, natural disasters, accident prevention techniques, principles of effective supervision and safe work practices. Assist in work relating to the maintenance of highway, structure and landscaped areas. Class C driver's license is required.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Required to make numerous daily decisions involving amounts of material, types of equipment, work hours needed, personnel required, traffic control required to meet the Levels of Service of their assigned area of responsibility. Required to modify and change work methods to solve various problems due to emergency conditions caused by highway traffic or inclement weather conditions. Completes complex written records, such as crew daily work records, accident reports, lube records, mileage reports, and chemical spray reports.
50%	E	Training and development of personnel. Plan, organize and conduct safety/training programs. Prepare performance appraisals. Maintain accountability for monthly expenditures, budget estimates and reports. Inspect and review area for scheduled maintenance.

[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

Direct supervision over a maintenance/landscape crew consisting of 7-12 employees. In the absence of Area Superintendent may be placed in charge of area crews. Maybe be required to direct the activities of large groups of Special Programs groups, including but not limited to Community Service Court Referrals (MPROS), California Conservation Corps (CCC), etc.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; provisions of the current California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices, including but not limited to Maintenance Manual Vol I and II, IIPP, Code of Safe Operating Practices (COSP), Standard Specifications and Plans etc. Must have administrative abilities and be able to direct training and development for personnel in the varied types of operations involved in this assignment. Prepare and maintain records; payroll, materials, equipment, budget estimates and expenses. Maintain construction, maintenance, emergency, and landscape equipment. Plan, organize, and direct the work of others. Plan minor highway landscaping projects. Detect unsafe conditions and practices; and plan, organize, conduct, and evaluate safety-training programs. Exercise sound public relations techniques. Analyze situations accurately and adopt an effective course of action, communicate effectively, prepare correspondence, clear and comprehensive reports.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property.

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/ representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. Contact may be with hostile public, the employee is expected to maintain a favorable public image for the Department and the State.

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-around basis.

The remainder of the activity is labor intensive and includes but is not limited to the following:

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 boxed files, copier paper, computers, chairs, or office equipment to 100lbs.
Another type of lifting is light pickup – loading garbage bags with litter or dead animals which may require the Supervisor to retrieve debris. 5 % 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 transported and/or carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools include but not limited to picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be carried on uneven terrain. 5 % of the time.

Overhead reaching – Filing and storing material in equipment. 5 %. Overhead work includes but not limited pulling yourself up into many types of equipment, pruning, holding signs, signaling other workers, and throwing/loading material in equipment, 5%.

Other Reaching – Includes but not limited 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 – Includes but not limited to pulling brush and limbs, animal carcasses, pulling chairs, shoveling, opening doors, hooking up trailers; installing plows, sanders, kettles, pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing tires and chains; pulling down on post drivers. Pulling brush and limbs, animal carcasses, and pulling chains. 5%.

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, and setting down and picking up traffic cones which weigh 10 lbs. May twist 5 % of the time in field or office.

Climbing/Balancing – Occurs 10 % of the time in the field. Climbing is done in/out and off/on of equipment, up and down banks and slopes.

Bending/Crouching/Squatting/Crawling – The Supervisor often bends continuously throughout the day while in office or the field. This activity is required 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 a 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 duty 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 Illness Prevention Program Safety Manual.

WORK ENVIRONMENT

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.

During the winter months the workweek is normally 5/8-hour days. The scheduling of the 5/8 days is at the discretion of the Region Management. Employee may be scheduled to work the night shift as needed to meet operational needs. May be requested to work scheduled 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 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 safety 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 devices, face shields, gloves, respirators, chaps, or other safety gear must be worn when required by the department.

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.)

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.)

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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