STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
|---|---|---|
| CALTRANS MAINTENANCE SUPERVISOR | DISTRICT 7 - MAINTENANCE - WEST REGION | |
| WORKING TITLE | POSITION NUMBER | EFFECTIVE DATE |
| CALTRANS HIGHWAY MAINTENANCE SUPERVISOR | 907-710-6301- | |

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 maintenance tasks. Plans, organizes, conducts and evaluates safety-training needs. Develops work plans and crew schedules for an assigned area. The incumbent will be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers.

This classification requires a valid class C California driver's license.

## TYPICAL DUTIES:

| Percentage | Essential (E)/Marginal (M)[1] | Job Description |
|---|---|---|
| 50% | E | Supervises, directs, and assigns work of a crew engaged in the maintenance of State Highways and in the right of way bordering freeways and highways. Assures the safety of the crew and traveling public and oversees proper operation and repair of equipment. Routinely reviews job sites, evaluates assigned areas, identifies problems and adjusts assignments appropriately. Plans and assigns work, gives instructions and ensures work is performed properly and safely. Maintains discipline, evaluates subordinates performance and takes or recommends appropriate disciplinary action. Routinely reviews his/her assigned area, identifies problems/solutions, makes work assignments accordingly and determines effectiveness of crew's efforts. Effectively provides tools, supplies, and training for crew efficiently complete work tasks. Analyzes situations accurately and adopts an effective course of action. Responds to incidents involving decisive and physical actions. Above stated activities involves essential integral physical activity as outlined in this document. |
| 30% | E | Accountable for ensuring all regulations and safety and health practices, policies and procedures as contained in the Injury and Illness Prevention Program. Reviews Safety Manual, Chapter 8 and Code of Safe Practices. Implements, maintains and enforces Department's safety rules, policies and procedures. Maintains current First Aid and Hazmat First Responder Operations certifications. Ensures crew is properly trained and qualified (first aid, equipment, etc.) and maintains a workplace free of discrimination. Acts as a trainer for Region/District training needs. |
| 20% | E | Responsible for accurately maintaining monthly expenditures, time keeping, IMMS (Integrated Maintenance Management System), personnel records, purchasing of material and supplies. Accurately reports on progress of work, labor, equipment and materials used. Holds tailgate safety and storm water meetings. Submits monthly reports (special program people count, litter pick-up totals, weeds cut and dumped total, etc.) Physically inspects employee driver's licenses monthly. |

[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

Provides general supervision for Caltrans Highway Maintenance Leadworker, Caltrans Equipment Operator II, and

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Caltrans Highway Maintenance Worker / Caltrans Landscape Maintenance Worker and State Administration Manual classification 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; provisions of the California Vehicle Code rules and regulations pertaining to operation of vehicles and highway maintenance practices. Must have knowledge of the principles of effective supervision; responsibility for promoting equal opportunity throughout the workplace; maintain a work environment free of discrimination and harassment; maintain and effective Injury and Illness Prevention Program. Must be able to direct the training and development of personnel in various types of operation; 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 occupation safety and health regulations in Title 8 Industrial Relations-Construction and General Safety Orders.

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 written instructions; communicate clearly over a two-way radio system and keep accurate records. Must have administration abilities and be able to maintain monthly expenditures of equipment usage, material usage, personnel hours and record keeping. The incumbent must have the ability to establish and maintain order, while treating subordinates, coworkers and court referrals in a respectful professional manner. The incumbent must maintain a moral standard that reflects favorably upon the Department; act forthright in all communications with subordinates, peers, supervisors, and other contacts; be in good steward of all resources placed with his or her sphere of influence. 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 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 this level and poor judgment could result in serious injury or death to the employee, crewmembers, other Caltrans employees, court referrals, and the traveling public. Resulting in tort liability or employee grievances for the Department. Errors in judgment could also result in civil and/or criminal liability for the supervisor. Need to exercise judgment in determining job needs including (but not limited to) safety and in meeting emergency field situations.

PUBLIC AND INTERNAL CONTACTS

The employee will have continual contact with other crewmembers and may have contact with the Court Referrals. Considerable contact with other Caltrans employees, Courts, Volunteer Centers, the California Highway Patrol and other law enforcement personnel. Some contacts with the general public. Some contact with other governmental agencies, vendors, and others. In all contacts even temperance and effective communication must be maintained.

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.

Note: Typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can integral to the position and required on a day to day basis.

Standing, Sitting, and Walking is described to equal 100% of the work time for a given period such as a work shift. Walking over uneven ground, unstable terrain, and up and down slopes. The following are various situations and percentages given to illustrate typical activities ranges of time spent sitting, standing and walking.

Incumbent should ask for assistance when moving items over 50 pounds.

Lifting (Floor to bench to Floor) - Includes but is not limited to boxed supplies, copier paper, computers, chairs, or office equipment to 100 lbs. Loading garbage bags with litter or dead animals and retrieval of debris from the traveled way. 5% of the time.

Transport/Carry - Includes but not limited to 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 - Includes but not limited to filing and storing material in equipment. Overhead work includes but not limited to pulling yourself up into many types of equipment, pruning, holding signs, signaling other workers, and throwing/ loading material in equipment. 10% of the time.

Other Reaching - Includes but not limited to setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs picking up cones; often done on a continuous basis, 20% of the time.

Pushing/Pulling - Includes but not limited to pulling brush and limbs, animal carcasses, pulling chains, 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. 5% of the time.

Twisting - Includes but not limited to continuous twisting while driving equipment, especially while backing up or turning around. Includes but not limited to twisting done while shoveling, raking, and setting down and picking up traffic cones weighting 10 lbs.

Includes but not limited to twisting in an office chair. May twist 20% of the time.

Climbing/Balancing - Includes but not limited to climbing in/out and off/on of equipment, up and down banks and slopes often on uneven terrain, and using ladders, 10% of the time.

Bending/Crouching/Squatting/Crawling - Includes but not limited to bending continuously throughout the day while in office or the field, 40% of the time.

Simple Grasping - Includes but not limited to climbing in/out and around equipment, using hand tools, opening doors/ cabinets, using office equipment/supplies, 90% of the time.

Fine Manipulation - Includes but not limited to writing reports or manipulating computer equipment, using communication equipment, 90% of the time.

Importance of hearing and sight - both are essential on the job because the employee must hear directions, warning, traffic, 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.

May be required to sit in/on and drive or operate maintenance vehicles. The incumbent will be required to wear earplugs for loud noises; wear respirators; and appropriate safety gear at all times. The incumbent will be required to cleanup in the event of vehicle accidents, hazardous spills or 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 the employee and others. This position is a drug sensitive class. The incumbent will be required subject to reasonable suspicion testing during the appointment. If incumbent possesses a commercial driver's license, employee will be required to take random drug tests throughout appointment.

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Mental and Emotional: Must have the ability to develop and maintain cooperative working relationships; maintain even temperance in all situations, 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 corking cooperatively with team members and supervisors to identify innovations that will increase productivity, reduce cost, and maintain or 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, many duties will be spent 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/or extreme temperatures. May be required to sit or stand for long periods of time. May be exposed to or put in 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 |
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