

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE <b>CALTRANS MAINTENANCE SUPERVISOR</b>	OFFICE/BRANCH/SECTION <b>07/MAINTENANCE/SPECIAL CREWS/STORM WATER</b>	
WORKING TITLE <b>CMS</b>	POSITION NUMBER <b>907-740-6301</b>	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 an Area Superintendent, the incumbent, acting as the Storm Water Crew Supervisor, coordinates and assigns the work of employees engaged in the District-wide maintenance of structural storm water treatment devices, drainage structure inspections and cleaning, and erosion or sediment control projects. Enforces safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program (IIPP); uses knowledge of environmental, storm water, emergencies, natural disasters, accident prevention techniques, principals of effective supervision, and safe work practices. Night work is required annually from approximately August through October for drain cleaning activities and may be required occasionally throughout the year. Possession of a class C driver's license is required.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
90% E	Make numerous daily decisions involving amounts of material, types of equipment, work hours needed, personnel required, and traffic control required to meet the Levels of Service of the assigned area of responsibility. Modify and change work methods to solve various problems due to emergency conditions caused by highway traffic or inclement weather conditions. Complete complex written records such as crew daily work records, accident reports, lube records, mileage reports, storm water treatment inspection reports, and drainage structure cleaning and inspection reports.
10% E	Provide and/or coordinate 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.

<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 OR GUIDANCE EXERCISED OVER OTHERS**

Has direct supervision over a storm water crew consisting of 5-10 employees. In the absence of Area Superintendent, may be placed in charge of area crews. May be required to direct the activities of large groups of Special Programs groups.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of materials, methods, equipment, and tools used in the maintenance of structural treatment Best Management Practices (BMPs), storm water drainage systems, and erosion and sediment control BMPs. Must have knowledge of the Statewide Storm Water Management Plan and the Statewide Maintenance Storm Water Practice Guidelines. 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 Volumes I and II, IIPP, Code of Safe 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. Incumbent must have a working knowledge of the Integrated Maintenance Management System (IMMS) computer program. Must have ability to 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. Must also have the ability to analyze situations accurately and adopt an effective course of action; work effectively alone or with others; exercise sound public relations

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techniques; communicate effectively, prepare correspondence and clear and comprehensive reports. Must have administrative abilities and computer skills.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor judgment or decisions may result in injury or loss of life to employees and/or the public. Errors may also cause inefficient use of time, state equipment, and/or tax dollars and may possibly delay completion of maintenance activities. The State may also be liable for damages to State/public property.

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### PUBLIC AND INTERNAL CONTACTS

Required to maintain good relationships with members of the public and employees from the same and/or other Divisions within Caltrans as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of the assignment. Contact may be with hostile public and the incumbent is expected to maintain a favorable public image for the State.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The majority of the tasks are of an analytical nature. 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; review costs and formulate information; analyze field data and properly prepare reports for use by upper management. Much of this position is mentally intensive. Must be able to interact well with employees and individuals from many different cultural backgrounds. Must also have physical ability to react quickly to errant motorists 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 involves physical 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 lifted may be any of the following but not limited to boxed files, copier paper, computers, chairs, or office equipment up to 80 pounds.

Transport and/or carry – Bagged/boxed material which may weigh 50 to 100 pounds must be transported and/or 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 weigh a few ounces to 50 pounds. Tools include 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 pulling self up into many types of equipment, pruning, holding signs, signaling other workers, and throwing/loading material in equipment, 5%.

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, may be over 10% of a given work shift.

Pushing/Pulling – Pulling brush and limbs, pulling chains, shoveling, opening doors, hooking up trailers, installing plows, sanders, kettles, pulling on hoses, working on cranks on equipment stands, tightening and loosening nuts and bolts, installing and removing tires and chains, pulling down on post drivers, pulling brush and limbs, 5%.

Twisting - May twist while driving equipment and 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 pounds. May twist 5% of the time in the field or office.

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

Bending/Crouching/Squatting/Crawling – Often done continuously throughout the day while in the office or the field. This activity is required 90% of the shift.

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

Importance of Hearing and Sight – both are essential on the job to 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 imminent 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 110 degrees, cold to -30 degrees, strong winds, rain, noise, and/or on uneven surfaces.

Normal work week is 5/40, Sunday through Thursday, 0700 to 1530 hours. The scheduling of the work days is at the discretion of Region Management. 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. Will required to work nights from approximately August through October of each year.

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, 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