

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS MAINTENANCE SUPERVISOR	OFFICE/BRANCH/SECTION 07/SPECIAL CREWS / NIGHT SIGN CREW
WORKING TITLE CALTRANS MAINTENANCE SUPERVISOR	POSITION NUMBER 07-740-6301
	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 general direction of an Area Superintendent, the Supervisor coordinates and assigns work of employees engaged in the maintenance and/or installation of signs on 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 signage (ground mounted, overhead structures) along State highways. A valid Class C driver's license is required.

**TYPICAL DUTIES:**

Percentage		Job Description
40%	E	Participates in Construction Safety Reviews for each construction contract requiring sign installation by the contractor. Responds to requests from other Caltrans divisions, other agencies and the public, for work/projects to be completed.
30%	E	Conduct field reviews, weekly safety/tailgate meetings, annual safety stand-down, semi-annual vehicle safety inspections; coordinate vehicle maintenance Biennial Inspection of Terminal (BIT).
15%	E	Complete complex written records, such as daily crew work records, accident reports, vehicle safety inspections, maintain inventories (physical and working stock), budgeting reports, personnel management procedures such as approvals of payroll, sick/vacation/Cash Time Off leaves, Individual Development Plans, duty statements, disciplinary actions, travel expense claims, and attend all training classes as required by Caltrans management.
15%	E	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 assigned area of responsibility.

<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**

Direct supervision over a sign maintenance crew consisting of leadworkers, CEOs, and/or maintenance workers. In the absence of the Area Superintendent, may be placed in charge of area crews.

**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; rules and regulations pertaining to highway maintenance practices including but not limited to Maintenance Manual Volumes I and II, IIPP, Code of Safe Operating Practices, Standard Specifications and Plans, etc. Must have administrative abilities, computer skills, 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, and emergency equipment. Plan, organize, and direct the work of others. Detect unsafe conditions and practices, plan, organize, conduct, and evaluate safety training programs.

Must have ability to work effectively alone or with others and exercise sound public relations techniques.

Must analyze situations accurately and adopt an effective course of action, communicate effectively, prepare correspondence, and prepare clear and comprehensive reports.

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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Must have understanding of Bargaining Unit 12 Memorandum of Understanding.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may expose co-workers and/or the public to possible injury or loss of life. Errors may also cause an inefficient use of time and tax dollars through extra expenses in maintenance or repair of damage to State equipment and facilities. Errors may expose the State to liability for damages to public property and/or delay project delivery.

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### PUBLIC AND INTERNAL CONTACTS

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

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The majority of duties are of an analytical nature. The incumbent 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 and to review costs and formulate unit cost information. Analyze field data and properly prepare reports for use by upper management. Many of the duties are mentally intensive. The incumbent must be able to interact well with employees and individuals from many different cultural backgrounds. The incumbent 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 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 up to 100 pounds. Lifting may be light pickup - single post sign work, installing regulatory and emergency sign knockdowns. 5% of the time.

Transport/Carry - Bagged/boxed material, which may weigh 50 to 100 pounds, must be transported/carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried from a few feet to 100 yards and weigh from a few ounces to 50 pounds each. Tools carried include signs, standards, flags, cones, sign posts, etc. and may be carried on uneven terrain. 5% of the time.

Overhead reaching - Filing and storing material in equipment. Overhead work includes pulling yourself up into many types of equipment, pruning, holding signs, signaling other workers, tightening sign bolts, and loading material in equipment. 5%.

Other reaching - Setting cones, lubing and checking equipment, shoveling, driving, using digging bar, shifting, holding signs, picking up cones. Often done on a continuous basis and could be over 10% of the work shift in the field.

Pushing/pulling - Pulling brush and limbs, pulling chairs, shoveling, opening doors, hooking up trailers, working cranks on equipment stands, tightening and loosening nuts and bolts. Installing and removing tires and chains. 5%

Twisting - The incumbent 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, installing signs, setting down and picking up traffic cones which weigh 10 pounds. 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.

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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Bending/Crouching/Squatting/Crawling – The incumbent often bends continuously throughout the day while in the 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 the shift and usually while writing reports or manipulating computer equipment.

Importance of hearing and sight – Both are essential on the job because the incumbent 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 imminent danger at the work site) as per Chapter 13 of the Caltrans Injury & Illness Prevention Program Safety Manual.

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## WORK ENVIRONMENT

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.

The incumbent supervises a Monday through Thursday night crew with hours from 1900 to 0530. The incumbent 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 callback, storms, 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, 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)

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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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SUPERVISOR (Signature)

DATE

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