

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CT MAINTENANCE SUPERVISOR	OFFICE/BRANCH/SECTION 08-608 – MAINTENANCE ENGINEERING	
WORKING TITLE CT MAINTENANCE SUPERVISOR	POSITION NUMBER 908-608-6301-XXX	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 supervision of the Senior Transportation Engineer serving as the Maintenance Division Project Manager, the Caltrans Maintenance Supervisor, working as part of a two/three-person team, is responsible for conducting field inspections of the district's culvert/drainage systems. Responsibilities also include assessing the physical condition of culverts, recommending maintenance strategies, assisting in data processing, quality control and equipment maintenance. Possession of a Class C drivers license is required.

TYPICAL DUTIES:

Percentage		Job Description
60%	E	The incumbent performs field inspection of culverts/drainage systems throughout the district. Collects inventory and assessment data using hand-held computers, Global Positioning System (GPS) survey equipment and remote video equipment; is responsible for the quality and integrity of field data; and based on training and field experience to assess the condition of culverts, recommend appropriate repair strategies. All inspections will be done as required and in compliance with the Federal Clean Water Act, the National Pollution Discharge Elimination Permit (NPDES), the Storm Water Management Plan (SWMP) and the Caltrans Storm Water Quality Handbook - Maintenance Staff Guide.
30%	E	The incumbent assists in the processing and quality control of field data using Microsoft Access. Maintains hand-held computer, GPS field equipment, and video inspection equipment in good operating condition. Maintains problem and repair log for video inspection equipment. The incumbent performs research into contract and as-built plans to determine location and characteristics of existing culverts, and prepares reports compiled from field data and the culvert database.
10%	M	The incumbent sets up and maintains safe work sites per the Manual of Traffic Controls for Construction and Maintenance Work Zones.

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

This position has no supervisory duties, but may function as team leader.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires knowledge of the methods, materials, tools and equipment used in the management of temporary storage and disposal sites, knowledge of source control and treatment, and Best Management Practices (BMP's). The incumbent must have knowledge of storm water drainage systems and structures; basic knowledge of highway facility design standards and practices, construction and maintenance methods and practices, knowledge of regulations and safety practices pertaining to the stated duties and provisions of the California Vehicle Code as they apply to the equipment used; knowledge of safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program, safety rules and regulations related to assigned duties as stated in Chapter 8 of volume one of the Maintenance Manual, pertinent OSHA regulations, and basic safe work practices; knowledge of regulations and safety practices pertaining to highway emergency services, fire suppression and first aid. Must also know and follow policies

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and procedures for operating two-way radios; have knowledge of the principles of effective supervision; must have and maintain at a minimum a class C driver's license. The incumbent must have the ability to communicate and follow directions, both oral and written, at a level required for successful job performance; develop and maintain good working relationships with others; deal tactfully with the public; have the ability to keep records of personnel, equipment and material used; the ability to lead the work of others; and be able to do heavy manual labor. The incumbent must be able to analyze various situations accurately, make sound decisions and take effective action. The incumbent be capable of working under physically demanding conditions, including cramped spaces, rugged terrain, steep embankments, and in and around water. Must be able to use hand tools, and have the ability to learn to operate a GPS unit. Must have basic computer skills and have the ability to learn to use database software.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent's work will be closely reviewed. Errors in measurements or calculations could result in inaccurate data entry, which would require time and expense to correct. The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures, and guidelines could lead to adverse action.

PUBLIC AND INTERNAL CONTACTS

This position is part of a two/three-person team, and as such the incumbent will often work with others in the Maintenance Engineering Branch, the Maintenance Support Stormwater group, and will coordinate with District staff in other functions and must be capable of working in a team situation and willing to take direction from others.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Driving/operating vehicles will be required. The incumbent will be required to do manual labor including; extensive climbing up and down slopes, squatting, bending, twisting, reaching, walking on uneven ground, and prolonged standing. Will also be required to work at heights and over banks. The incumbent will be required to move heavy objects by pushing, pulling, lifting and carrying and must be able to perform fine manipulation while inputting data in computer. Will be required to deal tactfully and courteously with the public under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable and alert and aware at all times. 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.

WORK ENVIRONMENT

Although position is based in a Caltrans office located in a metropolitan area, the incumbent will work extensively in the field, on foot or operating equipment, and travel throughout the district in the performance of their assigned duties. Work environment will include metropolitan, rural, desert and mountain areas, and multi-lane freeways, and urban and rural secondary roads. Weather conditions vary from a cold, windy and wet winter climate to a very hot and predominately dry summer climate. Occasional heavy thunderstorms can be expected in the summer months and heavy rain and/or snow is to be expected in the winter. Temperature extremes can range from well below freezing in the winter to well over 100 degrees on a consistent basis in the summer. The incumbent will be required to work outside in extreme temperatures and inclement weather; will be exposed to noise, dust and chemicals; will be required to wear long pants and appropriate footwear in good condition; and must wear provided personal protective safety equipment such as safety shirts or vests, hard hats, safety glasses and gloves, as well as other devices deemed necessary. The position may require alternate workweek and/or shifts to meet operational requirements; work inside will require sitting at a desk performing data entry, answering telephones, filing and other office duties for extended periods.

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

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
