STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT MAINTENANCE SUPERVISOR	08-618-XXX Fontana L/S SWP (EFIS# 2393)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CT MAINTENANCE SUPERVISOR	908-610-6301-XXX	

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 CT Maintenance Area Superintendent, the CT Maintenance Supervisor is responsible for the activities of a crew engaged in highway maintenance. This position is located in a metropolitan area with high volume multi-lane freeways. The incumbent will be required to work overtime and to respond to emergency situations, and must possess a valid California driver's license. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
60%	E	Plans, schedules, assigns and monitors various maintenance activities and evaluates the performance of the crew, equipment and materials. Uses the Integrated Maintenance Management System to track personnel, equipment, material and physical inventory. Ensures the crew is trained and strictly adheres to the safety policies and procedures contained in Chapter 8 of the Maintenance Manual Volume 1, and complies with supervisor's responsibilities set forth in the Caltrans Injury and Illness Prevention Program.
20%	E	Trains personnel in all phases of Maintenance work and completes progress reports. Maintains discipline and ensures an environment free of sexual harassment and workplace violence.
10%	M	Works with Resident Engineers overseeing contract projects within the section, ensuring Maintenance's concerns are considered during construction. Participates in planning major maintenance needs for the section. Monitors illegal encroachment within the right-of-way.
10%	M	Responds to emergencies that concern the state highway system such as traffic accidents and restrictions, storm damage and other natural occurrences and potential hazardous substance spills. "Emergency response is required outside Employees NORMAL WORK HOURS".

[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

The incumbent supervises a crew of at least five employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of the materials, methods and equipment used in the construction and maintenance of highways and highway structures; characteristics of the equipment and tools used and their operation and maintenance; and provisions of the California Vehicle Code as they apply to the stated duties. The incumbent must also have knowledge of rules and regulations pertaining to highway and structure maintenance practices, and rules and regulations pertaining to inspection of encroachments; knowledge of traffic control procedures in Chapter 8 of the Maintenance Manual; accident prevention techniques; safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program; and basic safe work practices; principles of effective supervision; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

The incumbent must have ability to plan, organize and direct the work of others; operate and care for maintenance equipment; prepare preliminary budget estimates and reports; and interpret simple blueprints and sketches; the ability to keep records of employees' time and materials and equipment used; detect unsafe conditions and practices and plan, organize, conduct and evaluate safety training programs; must have the ability to develop and maintain cooperative

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working relationships, and deal tactfully with the public; and must be able to accurately analyze situations and adopt an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Without detailed supervision, is responsible for planning and scheduling the work to be performed, and equipment and materials to be used within an assigned area, exercising judgment and making decisions relative to safety of employees and the public. Error in judgment could result in needed work being overlooked or resources committed to less important projects. Poor decisions or actions could have broad implications involving employee morale, safety of employees and the traveling public, and monetary loss.

PUBLIC AND INTERNAL CONTACTS

Has continuous contact with crew members and extensive contact with regional office staff. Has contact with various others in the district office and equipment shop. Interacts with officials from local public agencies. Will have frequent contact with the public for a variety of reasons, including answering complaints, inquiries, handling restricted traffic situations and encroachment permits.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Fine manipulation, sitting, standing, walking and walking on uneven ground will be required. The incumbent will be required to handle sensitive or emotionally charged issues. Can expect to be called upon at any time of the day or night to handle emergency situations.

WORK ENVIRONMENT

The position is based in an office at a maintenance station with artificial lighting. The incumbent will use a personal computer with keyboard, mouse and monitor, but will spend time in the field driving throughout the section and on foot. The supervisor's section includes mostly metropolitan areas with high-density freeways and hot and mostly dry summers with temperatures in excess of 100 degrees.

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

RATING/SCREENING CRITERIA
CALTRANS MAINTENANCE SUPERVISOR (6301)

Parf #/s _____

Reviewer/s Names:

					MULTI TASKING	CONFLICT RESOLUTION	REPORT PREPARATION	TRAINER & PRESENTER		
The points will be based on review of the application. The Hiring Authority will establish the point range that will be interviewed. **HIRING AUTHORITY - ENTER POINT RANGE TO INTERVIEW IN BOX BELOW:** **Signing below indicates that the Hiring Authority will interview all candidates:** **Sign:** **Date:**	**Experience Required to meet MQ's**	**20 Points for a Class A or B Commercial License**	**25 Points: Current Supervisor or Out of Class as a Supervisor**		Experience managing multiple demands with deadlines.	Experience dealing with conflict resolution between various personality types with conflicting priorities	Experience writing reports and preparing excel spreadsheets.	Experience training others either individually or in groups.		
				10 POINTS	10 POINTS	10 POINTS	10 POINTS	10 POINTS		
App #	First MI Last Name									**Total Points**
1										
2										
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RATING/SCREENING CRITERIA
CALTRANS MAINTENANCE SUPERVISOR (6301)

Parf #/s

Reviewer/s Names:

						MULTI TASKING	CONFLICT RESOLUTION	REPORT PREPARATION	TRAINER & PRESENTER		
The points will be based on review of the application. The Hiring Authority will establish the point range that will be interviewed. **HIRING AUTHORITY - ENTER POINT RANGE TO INTERVIEW IN BOX BELOW:** **Signing below indicates that the Hiring Authority will interview all candidates:** **Sign:** **Date:**			**Experience Required to meet MQ's**	**20 Points for a Class A or B Commercial License**	**25 Points: Current Supervisor or Out of Class as a Supervisor**		Experience managing multiple demands with deadlines.	Experience dealing with conflict resolution between various personality types with conflicting priorities	Experience writing reports and preparing excel spreadsheets.	Experience training others either individually or in groups.		
App #	**First**	**MI**	**Last Name**			10 POINTS	10 POINTS	10 POINTS	10 POINTS	10 POINTS		**Total Points**
18												
19												
20												