

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE		OFFICE/BRANCH/SECTION
6301 - CALTRANS MAINTENANCE SUPERVISOR		08-710
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
HEMET MAINTENANCE SUPERVISOR	908-710-6301-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 normal workweek is Monday – Friday, 0630-1500, on an 8-hour, 5-day schedule. 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	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
60% E	The incumbent plans, schedules, assigns and monitors various maintenance activities and evaluates the performance of the crew, equipment and materials. Uses the Integrated Maintenance Management System (IMMS) 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	The incumbent 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% E	The incumbent 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% E	The incumbent is required to respond 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.

<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**

The incumbent supervises a crew of 6 including 1 CHML, 4 CEO II, 1 CHMW positions during 1/2 of the year and additional permanent intermittent employees during winter Nov 1, through April 30th each year.

**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. 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.

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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The incumbent must have the 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. Ability to keep records of employee's 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 working relationships, and deal tactfully with the public.

The incumbent must be able to accurately analyze situations and adopt an effective course of action.

## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Without detailed supervision, the incumbent 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. Errors in judgment and making decisions relative to safety of employees and the public. Errors 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

The incumbent 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, waling 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

Will be based in an office at a maintenance station with artificial lighting. Will use a personal computer with keyboard, mouse and monitor. Will spend time in the field driving throughout the section and on foot. The supervisor's section includes a variety of weather conditions including hot mostly dry summers with occasional heavy thunderstorms and temperatures over 100 degrees, to cold, wet and wind winters with heavy rain and snow and temperatures well below freezing.

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