

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE <b>CALTRANS MAINTENANCE SUPERVISOR</b>	OFFICE/BRANCH/SECTION <b>08-790 SOUTH REGION OFFICE (Efis Unit#2404)</b>	
WORKING TITLE <b>CALTRANS MAINTENANCE SUPERVISOR</b>	POSITION NUMBER <b>908-790-6301-XXX (E48)</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 a Caltrans (CT) Maintenance Area Superintendent, acting as Contract Manager, the CT Maintenance Supervisor (CMS) is responsible for writing, administering and inspecting service, emergency and minor construction contracts for the South Maintenance Region. The working hours are a 9/80 "A" schedule from 7:00 a.m. to 4:30 p.m.. The incumbent will be required to work overtime and respond to emergency situations and calls. This position requires a California's Drivers License, Class C.

Duties include but are not limited to:

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45%	E	The incumbent trains crew/team members in all phases of Major Incident Response work; conducts regular meetings and assigns work, evaluates performance, procures equipment and materials used, maintains records of materials and equipment used. During major incident response, the incumbent supervises the responding team members, coordinates response with appropriate agencies, and functions as on site liaison between CT and other agencies' emergency response teams. The incumbent oversees team's equipment and materials while stored to ensure their readiness for use; performs inspections and makes minor repairs and adjustments as needed.
35%	E	The incumbent is responsible for the inspection and confirmation of the receipt of all purchases within the region. Will conduct random inspections of jobs and facilities to ascertain the correct receipt of merchandise and services as requested by various field personnel. This includes documentation of receiving records and authorizations to Accounting for payment and will assist the Contract Manager in administering region contracts.
10%	E	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. The incumbent will train 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 will 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. In the absence of other area supervisors, the incumbent plans, schedules, assigns and monitors various maintenance activities and evaluates the performance of the crew, equipment and materials.

<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**

None. However, while engaged in a primary assignment the incumbent may supervise approximately ten maintenance employees while training, maintaining equipment, materials, and while responding to major incidents district-wide. The incumbent may also supervise other area crews of various sizes while performing highway or landscape maintenance activities.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of methods, materials, and equipment used in the operation of Major Incident Response, including the operation and care of Changeable Message Signs (CMS), and the ability to apply the principles of effective supervision and direction in laying out the work assignments for others and getting them to work together effectively and safely under extreme emergency conditions.

The incumbent must be able to articulate program policies and goals to contractors, staff and the public. Must be articulate and be able to give clear and comprehensive directions to contractors; must be able to deal tactfully with contractors, but be firm and supportive of the Department's interests. Must possess sound techniques for handling sensitive and/or emotionally charged issues/individuals. The incumbent must have the ability to utilize a variety of analytical techniques to address complex contractual and administrative problems and issues. The incumbent is responsible for analyzing the requirements of the contracts and managing contract expenditures.

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 is required.

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

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must exercise judgment in making decisions that affect the crew and the public. Poor decisions will have adverse effects on employees, the traveling public and state and private property.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent and regular contact with crew/team members, and maintenance management, as well as other district personnel and representatives of other public agencies. During emergency response, the incumbent will also interact with the traveling public. All such interaction must be handled with calm and sensitivity.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required drive/operate various highway maintenance vehicles and to do manual labor including; extensive walking, squatting, bending, twisting, reaching, walking on uneven ground, climbing up and down slopes and prolonged standing; will be required to work at heights, on slopes and embankments and do fine manipulations; must be able to cope with and respond to emergency situations such as those connected with traffic and weather conditions and other natural disasters; will be required to deal tactfully and courteously with the public under stressful and possibly adverse conditions; be able to focus on precise work beyond the distractions of traffic be emotionally stable and alert and aware at all times; and 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.

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### 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 considerable time in the field on foot and driving throughout the section. Weather conditions vary widely from hot and mostly dry summers to cold and wet winters, so must be willing

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and able to work in inclement weather and at extreme temperatures. In the summer temperatures consistently exceed 100 degrees and there are occasional heavy thunderstorms. In the winter temperatures may fall below freezing and snow and rain is to be expected. The incumbent is likely to be called upon to respond at any time of day, week, and in any time of weather situation.

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