

**POSITION DUTY STATEMENT**

PM-0924 (REV 11/2009)

CLASSIFICATION TITLE CALTRANS MAINTENANCE SUPERVISOR	DISTRICT/DIVISION/OFFICE D10/ Maintenance/ 670 Modesto Area	
WORKING TITLE MAINTENANCE SUPERVISOR	POSITION NUMBER 910-640-6301-XXX	EFFECTIVE

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

Incumbent works with a maintenance crew engaged in highway maintenance activities. The incumbent will be in charge of equipment for Caltrans Maintenance Worker, Caltrans Equipment Operator I, and Caltrans Equipment Operator II, Caltrans Highway Maintenance Leadworker. Employee is required to maintain a Class "C" driver's license. A Class "A" driver's license with an "N" endorsement is desirable.

TYPICAL DUTIES

Percentage Job Description

Essential (E)/Marginal (M)¹

- 50% (E) The Supervisor lays out and oversees maintenance or construction work on highways and highway structures, and works with a crew performing these tasks. Assures that proper methods and procedures are used in the handling and application of materials utilized in the maintenance of highways and highway structures. Keep records of materials, labor and equipment. He /she ensure that State equipment is properly operated and maintained. Maintain safe operations and control traffic as specified in Chapter 8 of the Maintenance Manual. He/she understands and can operate 2-way radios. Use products that could be hazardous or dangerous if not handled properly. Attend all required training programs and schedule training when needed.
- 35% (E) May service highway maintenance and snow/ice removal equipment identified as Levels of Equipment for Caltrans Maintenance Worker, Caltrans Equipment Operator I, and Caltrans Equipment Operator II. Perform labor associated with highway structures, cleaning ditches, culvert openings, erosion control, vegetation planting and establishment, installing storm water protection measures, litter pickup. Operate manual/power hand tools. Common hand tools to be used could be but are not limited to shovels, rakes, pitchforks, brooms, post-drivers and pullers, hand saws, pruning sheers, picks, digging bars, and wrenches. Common power tools used could be but not limited to chainsaws, weed eaters, hay blowers and hydro seeders, jack-hammers, power drills, power grinders. Assign custodial work,

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



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brush and tree removal and disposal. Assign Storm Drainage maintenance. Assign and perform litter and dead animal removal and disposal.

5% (E) Assign and perform minor repairs to maintenance stations and highway facilities.

10% (E) Assigns, qualifies, and provides training on equipment

SUPERVISION EXERCISED OVER OTHERS

Incumbent will direct the crew's operation and, in the absence of the Caltrans Maintenance Superintendent, may be responsible for all activities of the all crew's in Superintendent's Area.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of procedures, tools and equipment used in construction and maintenance of highways and structures; provisions of the California Vehicle Code as it applies to the operation of motor vehicles; regulations and safety practices pertaining to highway emergency services; emergency first aid; operation and care of highway equipment; materials utilized in highway and structure maintenance; rules and regulations pertaining to snow removal, highway or structures maintenance practices; principles of effective supervision, safety practices and traffic regulations.

Ability to read, write, and follow oral and written directions in English at a level required for successful job performance; interpret simple blueprints and sketches; plan and direct the work of others; keep time records and simple cost records of materials, equipment, and expenses; assist in work relating to maintenance of highways and structures; operate and care for construction and maintenance equipment; analyze situations accurately and take effective action; exercise sound public relations techniques; operate radio communication equipment.

Skill in operating a variety of complex or heavy maintenance equipment, and making minor adjustments and emergency repairs to such equipment

He / she must have knowledge and ability to operate computer and electronic systems.

ANALYTICAL REQUIREMENTS

Prepares workload plans, analyzes situations accurately and adopting an effective course of action.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

If the proper equipment and method is not used in maintaining the State highways, it could mean rebuilding at great expense to the State and inconvenience to the traveling public. Errors in judgment regarding safety practices and the safe operation of equipment could result in property damage, injuries to our employees and/or to the traveling public.

Employees of the State may be held liable for their own actions as a result of their carelessness on a job.



PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with representatives from other public and private Local Agencies as well as all levels of Caltrans Management.

SPECIAL PHYSICAL CHARACTERISTIC

He / she must have normal hearing and visual acuity of not less than 20/40 (with or without glasses).

WORK ENVIRONMENT

The incumbent may/will be exposed to loud noise; dust; chemicals; extreme weather conditions and great heights. He /she will be required to work rotating or irregular shifts, including weekends, nights, holidays and overtime. Drives to and responds to after-hour emergencies.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee will be required to bend, stoop, climb, kneel, reach, push, pull, sit and stand for long periods of time in various climatic conditions. May be required to assign and assist in the clean up in the event of various types of accidents involving personal injury to others and/or hazardous spills. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Employee must be able to work alone.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. *(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)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE