

CLASSIFICATION TITLE Caltrans Maintenance Supervisor (Avalanche)	DISTRICT/DIVISION/OFFICE District 10 Area Crews
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WORKING TITLE Avalanche Supervisor	POSITION NUMBER 910-650-6285	EFFECTIVE
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As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team member and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

General Statement:

Under the direction of the Area Superintendent and the Caples Lake Maintenance Supervisor, the Avalanche Supervisor will supervise maintenance personnel engaged in snow removal, ice control, & avalanche mitigation activities. The incumbent will be in charge of avalanche equipment and all required training and certifications of Caltrans Maintenance Worker, Equipment Operator I, Equipment Operator II, and Caltrans Highway Maintenance Leadworker. A Class "A" driver's license with an "X" endorsement is required. The Incumbent must have and maintain a California Blaster license with the small-scale construction, cap and fuse, avalanche control – hand placed and propelled, and non-electric endorsements, Certified Caltrans Blaster with Rock and Stump, Avalanche, Locat endorsement. Incumbent must have Gazex experience and knowledge of computers, electrical components, supply system, Locat experience and knowledge of firing procedures and supply system. Incumbent must have knowledge of Snow Science and be physically able to snowshoe and hike mountain peaks. Incumbent must be proficient in avalanche rescue procedures, including rope handling and high angle rescue. Incumbent must have mountain knowledge such as wind patterns, slide zones, etc. Incumbent will also be required to train personnel in all of the above listed categories.

Typical Duties:

Percentage	Job Description
Essential (E)/Marginal (M)	

50% (E)	Assures that proper methods and procedures are used in the handling and application of materials utilized in the maintenance of highway avalanche control devices. Keep records of materials, labor and equipment. Ensures that State equipment is properly operated and maintained. Maintain safe operations, control traffic as specified in Chapter 8 of the Maintenance Manual and operates 2-way radios. Must have the knowledge and ability to use products that could be hazardous or dangerous if not handled properly. Attend all required training programs, schedule training and instruct when needed. Make verbal and written reports on the progress of (or) status of the Avalanche program. Snow Removal is a high priority item during the winter season. Incumbent will be available on site during periods of stormy weather.
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Shall work to ensure compliance of the following pertaining to the facility; all laws, all safety rules and orders, compliance of ATFE, OSHA USFS regulations, all State policies, directives, and safety procedures. Evaluates equipment (Gazex, Locat) and its operating efficiency and is responsible for its proper use and care. Oversees maintenance or construction work on Gazex, Locat, Jet roofs, snow fences and Explosives. Keep records of materials, explosives, labor and equipment.

- 20%(E) 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. Operate manual/power hand tools.
- 5% (E) Assign and perform minor repairs to maintenance stations and highway facilities including Gazex shelters.
- 10% (M) Assigns, qualifies, and provides training on equipment, avalanche science, avalanche control procedures, avalanche personnel rescue which include the use of beacons and probes.

Supervision Exercised Over Others

Incumbent will direct the avalanche crew's operation and, in the absence of the Caples Lake Caltrans Maintenance Supervisor, may be responsible for all activities and reporting of all crew members and operations in the Caples Lake Supervisor's Area of responsibility.

Knowledge and Abilities Requirements

Knowledge of procedures, tools and equipment used in maintenance of highways; 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, avalanche rescue; operation and care of highway equipment; materials utilized in avalanche control; rules and regulations pertaining to snow removal, avalanche control 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 avalanche control structures; operate and care for 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

Knowledge and ability to operate computer and electronic systems.

Make contacts and maintain relationships with avalanche programs outside of the Department in order to stay complainant with all laws and regulations in addition to acquire new techniques and innovative devises to keep the Department up with the industry standards. Attend avalanche and snow/ice meetings, take copious notes and share them with the Department.

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. Be able to respond to and explain road closure justifications to the public, businesses, and internal inquiries.

SPECIAL PHYSICAL CHARACTERISTIC

Normal hearing and visual acuity of not less than 20/40 (with or without glasses). Hike and work steep terrains at altitudes up of 11,000 feet, fly in helicopters, and work while being suspended by rope systems.

Work Environment

The incumbent may/will be exposed to loud noise; dust; chemicals; extreme weather conditions great heights and disgruntle public. Will be required to work rotating or irregular shifts, including weekends, nights, holidays and overtime. Drives to and responds to after-hour emergencies. The incumbent will be exposed to computers in various lighting conditions, stand or sit for prolonged periods. Must be able to work at a keyboard and focus on complex tasks for long periods of time.

This position requires the incumbent at times to work at elevations up to 11,000 feet, and traverse steep rugged terrain in severe weather conditions.

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 with/without reasonable accommodations. (If you believe you may require reasonable accommodation, please discuss this with the 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

DATE

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

SUPERVISOR

DATE