

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Supervisor	OFFICE/BRANCH/SECTION District 11/Maintenance/East Region	
WORKING TITLE CMS, San Diego Paint Crew	POSITION NUMBER 911-610-6301	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 Maintenance Area Superintendent, supervises and works with a crew responsible for the placement of lane markings and stripe. Incumbent reviews his/her assigned area, identifies problems/solutions, makes work assignments accordingly, and determines effectiveness of the crew's efforts. A Class C driver's licenses is required while performing duties associated with maintaining the State highway system – Class A license preferred. The normal workweek is Monday through Friday, from 7:00 a.m. to 3:30 p.m. on a 5/40 work schedule. Position is subject to out-of-town travel, usually in week-long increments, approximately seven weeks per year. Incumbent must be available for overtime without notice when an emergency occurs late in the shift or when necessary to complete an operation; planned overtime for ongoing emergencies or operations which can be done only at night or on weekends; and callouts. Duties include but are not limited to:

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
40%	E	Assigns work, gives instructions and maintains discipline, evaluates subordinates' performance and takes or recommends appropriate action. Trains subordinates. Assures safety practices and Best Management practices. Supervisor assures safety of the crew and Supervises and work with a crew performing these typical duties: freeway & highway striping; lane markings; support for roadway rejuvenation operations; striping orders; yearly night review. Oversees operations, proper use of tools and equipment; gives instructions and trains subordinates. At the job site, evaluates traffic and/or emergency situations and take appropriate action; may consult with law enforcement officials during work operations or at accident scenes.
20%	E	In a timely manner, submit daily, weekly, and yearly records and reports. Such records and reports include, but are not limited to, timekeeping, projects, traffic control, highway spills, major incidents, hazardous waste, personnel evaluations, materials, purchases, fuels, equipment, stormwater and other reports or records as requested. Responsible for entering all information into IMMS. Oversees that equipment is kept in good repair and properly operated and maintained. Investigate all Maintenance Service Requests and or citizen complaints and communicate finding with appropriate parties.
15%	E	Administer department policy and procedures. Maintain crew morale and discipline. Answer employee and public questions regarding maintenance policy and procedure with tact and courtesy. Ensure departmental policy and procedure is being carried out.
15%	E	Determines equipment, materials, and personnel needs; takes appropriate action to secure same; schedules and/or coordinates operations (5%). Inspects area, plans current and future work
10%	M	Other duties as required may include communicating with other Caltrans Divisions or City Governments regarding striping installations or complaints or other striping or marking related matters. Evaluates performance, and takes or recommends appropriate action.

<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**

This is a supervisory position. Incumbent will directly supervise the assigned unit. Incumbent will be required to establish and maintain control over the entire operation of the assigned unit, and to clearly be the person in charge. Incumbent will use proper disciplinary procedures when needed, but will also work with and develop subordinates into a productive team

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of motivated employees. Supervises a crew of 5-10, a combination of leadworkers and workers.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Materials, methods and equipment used in the construction and maintenance of highways and structures
- Operation and maintenance of equipment and tools used in highway maintenance; provisions of the California Vehicle code as it applies to the loading and operation of motor vehicles
- Rules and regulations pertaining to highway and structures maintenance practices, including placing of detours and warning signs, inspections of encroachments, accident and fire prevention techniques
- Supervisor's responsibilities for promoting equal opportunity in hiring, employee development and promotion, and for maintaining a work environment free of discrimination and harrassment
- Basic occupational safety and health regulations; departmental safety and health policies and procedures; a basic knowledge of safe work practices; a supervisor's role in maintaining an effective injury and illness prevention program.

Ability to:

- plan, organize and direct the work of others
- detect unsafe conditions and practices, and plan, organize and conduct and evaluate safety training programs
- operate and care for maintenance equipment
- assist in work related to the maintenance of highways and structures
- read grad and slope stakes, and install culverts and rock retaining walls, interpret simple blueprints and sketches
- Prepare preliminary budget estimates and reports
- keep records of employees' time and of materials and equipment used
- Analyze situations accurately and adopt an effective course of action
- Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harrassment
- communicate sucessfully with supervisors and subordinates, verbally and in writing

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decisions can affect the safety of the crew and the public, resulting in equipment misuse, tort liability or employee grievances. Inaccurate, delayed or incomplete estimates may result in added material costs.

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### PUBLIC AND INTERNAL CONTACTS

Primary contact in many areas among Caltrans, the public and other governmental agencies necessary to achieve a professional, businesslike relationship with the public and fellow employees.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is done in close proximity to traffic and equipment; incumbent must remain alert to conditions. Incumbent must hear at a level sufficient to hear warning shouts and backup bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings, and sufficient night vision to respond to callouts after-hours. Working with the crew, training subordinates, and responding to call-outs require prolonged standing; bending, stooping, kneeling, loading/unloading materials.

Incumbent may sit for prolonged periods while reviewing area, traveling between jobs or doing desk work.

The Supervisor has a pivotal role in maintaining the morale of the crew. Requires the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations (irate citizens or employees); recognize and respond appropriately to emotionally-charged issues or problems; respond calmly to unusual situations, keeping in mind at all times the safety of the crew and the traveling public.

The Supervisor must make him/herself aware of potential hazards and all job components –traffic control, each crew member's participation, quality of materials, changes in weather conditions, equipment performance, changing priorities (a spill, for example, at another location) – and evaluate/compensate/adjust accordingly. Depending on the job, this level of mental activity may be required for 8-12 hours, longer in emergencies.

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## WORK ENVIRONMENT

Most (90%) crew of work is done outdoors. Incumbent will be exposed to these environmental conditions.

Various equipment and machinery, passing high-speed traffic, blown dust, exhaust fumes, high decibels of noise; uneven surfaces, ditches and culverts; extremes of heat and cold, rain, snow or other inclement weather.

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