

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Supervisor	11/Maintenance/East Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Supervisor, Santee Probation Crew	911-610-6301-	JUNE 2014

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 as scheduled; working cooperatively with team members 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 general direction of a Caltrans Maintenance Area Superintendent, incumbent supervises and works with a crew of Caltrans employees who are crew leaders for Special Programs people. A valid Class C drivers license is required while performing duties associated with maintaining the State Highway system; a commercial license is desirable. The normal work week is Monday through Friday, from 6:30 a.m. to 3:00 p.m. on a 5/40 work schedule. Incumbent may be required to work overtime including weekends, may be required to work temporary and/or intermittent varied work shifts and is expected to respond to emergency calls. This position is not represented under collective bargaining. Duties include but are not limited to:

**TYPICAL DUTIES:**

Percentage		Job Description
	Essential (E)/Marginal (M) <sup>1</sup>	
45%	E	45% (E) Makes reports of progress of work (numbers of probationers, bags of litter removed, Adopt-a-Highway activity) and labor, equipment and materials used. Reviews area and determines/updates litter removal schedules or safety considerations due to construction in progress. Coordinates routine litter removal, emergencies, and one-time requests such as preparing an area for a special event.
30%	E	30% (E) Assigns work, gives instructions, and maintains discipline on the crew. Includes scheduling crews as many days per week as needed and arranging for backup to cover absences. Trains or coordinates training for subordinates; evaluates performance, and takes or recommends appropriate action. Assures safety practices; processes employees and probationers who are injured on State time. Assures maintenance standards and Best Management Practices. Sees that equipment is kept in good repair and is properly operated and maintained.
15%	E	15% (E) Conducts Adopt-a-Highway site reviews, works closely with AAH contractors and volunteers; works with the County Probation Department to obtain participants; investigates citizen complaints; performs other duties as required.
5%	E	5% (E) Determines equipment and personnel needs; takes appropriate action to meet needs.
5%	M	5% (M) May be required to do MIRT duties.

<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**

Supervises a crew of 7-10, a combination of lead workers, equipment operators and workers.

**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, inspection of encroachments and accident and fire prevention techniques; Supervisor's responsibilities for promoting equal opportunity in hiring and

**ADA Notice**

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PM-0924 (REV 09/2013)

employee development and promotion, and for maintaining a work environment free of discrimination and harassment; 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, conduct and evaluate safety training programs; operate and care for maintenance equipment; 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 harassment; communicate successfully with supervisors and subordinates, verbally and in writing; maintain effective relationships with others.

Analytical ability is required to plan, budget, determine equipment needs, and schedule the work of others. As a job is in progress, the incumbent must continually assess safety conditions, equipment breakdowns, and changing priorities, and adjust the plan appropriately, including in emergencies when quick-thinking is essential.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

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

**PUBLIC AND INTERNAL CONTACTS**

Routine contact with subordinates, Region Office staff, and other supervisors. Frequent contact by phone and in person with the County Probation Department; other maintenance supervisors; District Adopt-a-Highway Coordinator, contractors and volunteers. Necessary to achieve a professional, businesslike relationship with the public and fellow employees.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Work requires prolonged sitting for reviewing area and performing desk work. Field work is done in close proximity to traffic and equipment; 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. Working with the crew and training subordinates require prolonged standing; bending, stooping, kneeling; manual dexterity; loading/unloading materials.

**WORK ENVIRONMENT**

Most (90%) of work is done outdoors, where incumbent will be exposed to dirt, exhaust fumes, noise, uneven surfaces, extremes of heat and cold.

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.

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\_\_\_\_\_  
SUPERVISOR (Print)

\_\_\_\_\_  
SUPERVISOR (Signature)

\_\_\_\_\_  
DATE