

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Supervisor	OFFICE/BRANCH/SECTION D11/Maintenance/West Region	
WORKING TITLE CMS Managed Lanes	POSITION NUMBER 911-700-6301-	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 Superintendent, the Caltrans Maintenance Supervisor works with a crew involved in highway maintenance activities and the operation of the I-15 Express Lanes including the barrier transfer machine, moveable barrier and traffic control. A Class C driver's license is required while performing duties associated with maintaining the State highway system; Class A license preferred. The incumbent will Supervise his/her crew and will schedule training, conduct safety meetings, vehicle and yard inspections, maintain records, input labor costs, plan, organize and evaluate employees. The workweek is Monday through Friday, from 6:00 am. to 2:30 pm. The incumbent may be required to work overtime including nights and 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.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
45%	E	Incumbent oversees a crew performing duties such as Barrier wall movement and repair, sweeping operations, pavement, oiling, patching or resurfacing sections of highway, setting up traffic control. Incumbent provides training to subordinate personnel in these operations. Incumbent to be able to analyze situations accurately and make a course of action to complete tasks.
30%	E	The supervisor gives instructions, assures safety practices, assures that equipment is kept in good repair and is properly protected. Plans work, sets priorities and makes assignments to subordinate crew-members. When storms or other emergencies require 24-hour operation; may direct lead-worker to manage the night crew.
15%	E	Assists the Superintendent in preparing reports of labor, materials and equipment used.
10%	M	Performs miscellaneous related duties: Responding to incidents, investigating complaints, obtaining supplies. Acts as Superintendent when they are on leave.

<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**

At office and at the job sites, directs the work of subordinate crew-members. In the Superintendents absence, may assume direction of the multiple crews, making work assignments; keeping records of equipment, materials and labor used; spot-checking work in progress.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of minor construction, repair and maintenance work; provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles; materials, methods, equipment and tools used in construction and maintenance of highways and structures; rules and regulations pertaining to highway and structures maintenance practices, including traffic control, reporting procedures for planned and emergency closures, accident and fire prevention techniques; principles of effective supervision; basic occupational safety and health regulations; departmental safety and health policies and procedures; a basic knowledge of safe work practices; a lead-worker's role in maintaining an effective Injury and Illness Prevention Program; ability to operate, assess, and train others in the use and servicing of various highway maintenance and construction equipment.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Incumbent is in responsible charge of a crew of 5-10 members. Errors in judgment and decisions can affect the safety of the crew and the public, result in equipment misuse, tort liability, or a diminished public opinion of the agency.

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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## PUBLIC AND INTERNAL CONTACTS

Occasional contact with the traveling public; contact with State Highway Patrol or other law enforcement agencies during emergencies; routine contact with crew members and supervisors. Most contacts are in person.

Work is done with a partner or in a crew setting; necessary to establish and maintain effective working relationships. Necessary to exercise restraint when dealing with coworkers or irate motorists.

## 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. Depending on task, work requires prolonged sitting and ability to enter/exit equipment repeatedly during the shift; bending, stooping, kneeling; shoveling; grip strength; routine loading/unloading materials to 50 pounds or heavier with assistance.

## WORK ENVIRONMENT

Work is done outdoors, where incumbent will be exposed to blown dust; treated wood posts, exhaust fumes, fumes from cutting galvanized metal; noise from high-speed traffic nearby; uneven surfaces; extremes of heat and cold. Personal safety requirements include but are not limited to:

- Appropriate footwear, in good and sturdy condition, must be worn; tennis or running shoes are not appropriate.
- Long-sleeved shirts provided by Caltrans, or a safety vest is to worn over non-safety shirts or coats.
- Long pants. No shorts or cutoffs.
- Provided safety gear - hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, harness and lanyard, or other safety gear - must be worn when required by the department.

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