

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE CT Maintenance Supervisor	OFFICE/BRANCH/SECTION 11/Maintenance/West Region	
WORKING TITLE Supervisor, Kearny Mesa Travelway	POSITION NUMBER 911- 700-6301-	EFFECTIVE DATE

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, supervises and works with a crew of maintenance personnel engaged in various highway maintenance tasks. 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 license is required while performing duties associated with maintaining the State highway system, Class A license preferred. The normal workweek is Monday through Friday, from 6:00 a.m. to 2:30 p.m. on a 5/40 work schedule. Incumbent will 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. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Supervises and works with a crew performing these typical duties: Oiling, patching and resurfacing roads; excavating or repairing culverts; paving and erosion control. Supervisor assures the safety of the crew and traveling public, oversees the proper operation of equipment, makes assignments and gives instructions. At the jobsite, evaluates traffic and/or emergency situations and takes appropriate action; may consult with law enforcement officials at the scene.
20%	E	Assigns work, gives instructions and maintains discipline, evaluates subordinates' performance, and take or recommends appropriate action. Train subordinates. Assures safety practices, maintenance standards and Best Management Practices, sees that equipment is kept in good repair and is properly operated and maintained.
20%	E	Inspects area, writes Damage Reports, plans work.
10%	E	For projects, determines and secures equipment, materials and personnel and advance safety requirements. Work with vendors to schedule deliveries.
10%	E	Make reports on progress of work, and of labor, equipment and materials used.
10%	M	Other duties as required may include investigating citizen complaints, overseeing other crews, inspecting encroachment permits.

¹ESSENTIAL 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

Incumbent supervises, schedules and directs the work of a Lead workers, Equipment Operators (I and II), 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

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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, 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 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
- Assist in work related to the maintenance of highways and structures
- Read grade 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 harassment
- Communicate successfully with supervisors and subordinates, verbally and in writing

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 weather conditions, traffic, equipment performance, etc., 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

In many areas, incumbent acts as primary contact between Caltrans and the public. Public contact will be by phone and in person. In emergency situations (flood, accidents, spills), works closely with representatives of other agencies. Incumbent will have routine contact with region office staff; frequent contact with District Office staff. It is necessary to achieve a professional, businesslike relationship with the public and fellow employees.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most 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, 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 jobsites 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 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.

WORK ENVIRONMENT

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

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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 or other inclement weather.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (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.)

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