STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Supervisor	11/Maintenance/West Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CMS, Otay Landscape Crew	911-700-6301-	

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 8-10 maintenance personnel engaged in the maintenance of planted areas bordering freeways and highways: Pruning and trimming bushes and minor trees; making tree basins; clearing brush from traffic control devices; fertilizing; programming irrigation clocks; fixing sprinkler and minor irrigation leaks. A Class C driver's license is required while performing duties associated with maintaining the State highway system. 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 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
45%	E	The Supervisor reviews his/her assigned area, observes the effectiveness of work by section persons; assures safety of crew members and public; oversees the operation of equipment; gives instructions and trains or assists subordinates (identifies plants and diseases, pruning, irrigation systems, equipment operation, chemical vegetation control).
15%	E	Plans and schedules work to be done by the crew.
15%	E	Assigns work, gives instructions and maintains discipline, evaluates subordinates' performance, and takes or recommends appropriate action. Identifies training needs; trains or coordinates training of subordinates. Assures safety practices, maintenance standards and Best Management Practices; sees that equipment is kept in good repair and is properly operated and maintained. ;
10%		Makes reports on progress of work, and of labor, equipment and materials used;
10%	E	Orders or purchases tools, materials, supplies; includes receiving for items, reconciling Cal-Card, etc.
5%	M	Other duties as required include meeting with Resident Engineers and contractors, Water Manager, Landscape Architects; overseeing other crews as needed, etc.

[1]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

Incumbent supervises, schedules and directs the work of the crew (typically, 8-10 members) -- a combination of Landscape Leadworkers, Equipment Operators (I and II), and Workers. The Supervisor evaluates performance; takes or recommends appropriate action; sets the crew's priorities on work to be done; ensures that work is performed properly and safely. From time to time, one or more probationers or Conservation Corps internists may be assigned to this crew.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Materials, methods and equipment used in used in planting and maintaining shrubs, various types of ground cover, and trees
- Provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles
- Plants and trees common to California; erosion control; plant pests and diseases and methods of their control and eradication; mixing and application of herbicides/pesticides
- Safety practices and traffic regulations, includes placing of detours and warning signs, accident and fire prevention

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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 landscape tools and equipment
• Assist in work related to the maintenance of planted areas along highways and freeways
• 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 the loss of landscaping or plants, equipment misuse, tort liability, or employee grievances.

PUBLIC AND INTERNAL CONTACTS

Occasional public contact by phone and in person. In emergency situations (accidents, spills, discovery of bombs or bodies), works closely with representatives of law enforcement agencies. Routine contact with region office staff and resident engineers, District Office personnel, including design staff. 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 or traveling between jobsites.

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.

WORK ENVIRONMENT

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

• Various equipment and machinery, passing highspeed traffic (blown dust, exhaust fumes, high decibels of noise), herbicides and insecticides
• Uneven surfaces, ditches and culverts, brush

POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

- Embankments which must be climbed on occasion
- Extremes of heat and cold, rain

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