

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Supervisor - Specialist	OFFICE/BRANCH/SECTION D-12 Maintenance Engineering	
WORKING TITLE Culvert Inspection Supervisor	POSITION NUMBER 912-XXX-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 general direction of the Senior Transportation Engineer for the Office of Maintenance Engineering, the Caltrans Maintenance Supervisor acts as a lead performing culvert inspection activities, and personally performs direct inspection of drainage facilities throughout the D-12 Maintenance area. Job assignments may be subject to rotation, changes in work shifts, work hours and workdays, and require field work and travel on short notice.

The incumbent is expected to make good decisions independently, but also be able to solicit and accept help, if needed or offered. Must be able to maintain control of the assigned area of responsibility, accepting and supporting decisions made at levels higher in the chain-of-command.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
35%	E	The incumbent conducts and directs culvert inspections throughout District 12, utilizing the District's remote camera, documents, prepares culvert reports, and organizes and assures integrity of the photos and files collected in the field pertinent to drainage systems. The incumbent must have practical field experience in highway maintenance techniques. The incumbent develops work plans and crew schedules and must be able to identify culvert maintenance strategies and types of culvert defects that lead to structural failure. The incumbent must be able to identify the condition of the culverts on the State highway system with regard to any failure of the roadbed itself that might damage adjacent property, property downstream or endanger life. The incumbent must have the ability to lift the 60-lb culvert crawler repeatedly, be physically capable of using hand tools for the removal of grates, metal covers, brush or debris and walking up and down steep slopes repeatedly. The ability to use small chain saws, loppers, shovels, picks, culvert pullers and other related equipment to accessing culvert and drainage facilities is expected.
25%	E	The incumbent acts in maintaining and developing District 12's culvert database. Performs post processing and quality control of culvert inventory data collected in the field utilizing various computer software. Uploads processed culvert inventory data into the culvert database. The incumbent acts to improve the database through training, service contracts, and working with HQ staff. The incumbent will continually communicate related information utilizing culvert inventory data with District 12 management and other personnel in Design, Hydraulics, Field Maintenance, Construction and HQ staff.
20%	E	The incumbent will operate GPS equipment in the field to identify the location of all drainage inlets and drainage systems in District 12. The GPS system shall be maintained on a database and transmitted to HQ staff on a periodic basis.
10%	E	The incumbent shall direct the maintainance of the culvert vehicle, making sure the equipment receives all scheduled services and PMs and that the equipment is in good operating condition prior to field work. The incumbent is also responsible to assure all equipment assigned is properly used and maintained and records are kept up to date. The incumbent shall maintain the vehicle's supporting operating equipment and the computer hardware. The incumbent will be responsible to conduct minor repairs to the crawler and cabling in the field. The incumbent will ensure that all field personnel comply with the Caltrans Maintenance Manual, Code of Safe Operating practices,

**ADA Notice**

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## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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and worker protection guidelines while on duty.

- 5% E Conducts field inspections of existing drainage/culvert structures during storms and keeps records of storm damage to roads and drainage/culvert structures. The incumbent shall coordinate efforts in conjunction with the Maintenance Drainage Coordinator and the Hydraulics Engineer to review sites with appropriate personnel to develop action plans.
- 5% M The incumbent administers departmental policies and procedures, attends training, and answers employee and public questions regarding maintenance policies and procedures with tact and courtesy, and ensures departmental policies and procedures are being carried out.

<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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position acts as a lead person in the field over the Highway Maintenance Leadworker in the Culvert Inspection team.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid California Drivers License, Class C or better is required. Knowledge of the basic occupational safety and health regulations in Title 8 Industrial Relations-Construction and General Safety Orders. Knowledge of methods, materials and equipment use in drainage facilities. Knowledge of the operation and care of automotive and highway maintenance equipment. An ability to use and learn GPS units and computer software, including but not limited to ArcView GIS (Global Information System), ArcIMS, Microsoft Office (Access and Excel). Ability to prepare correspondence and written reports, and to communicate effectively orally and in writing, using Microsoft Word and Outlook.

Ability to organize and prioritize work, including but not limited to analyzing situations accurately and developing effective courses of action. Ability to assist in investigations, reach sound conclusions and prepare issue papers and reports for making improvements or changes to existing procedures and standards, when necessary. The incumbent must be able to expand on the practical application of written policies, procedures and standards.

Ability to read and write in English at a level required for successful job performance. Ability to use a computer and software (mentioned above). Must be able to interpret departmental policy and make clear oral and written presentations.

The incumbent shall make valid decisions for the various culvert-related duties. The incumbent must be able to gather, assimilate and analyze all pertinent data relating to the subject. Must be able to read, understand and interpret charts, graphs, maps and plans. Must be able to evaluate procedures utilizing current and state of the art culvert inspection equipment, and develop new procedures for field crews to implement.

Incumbent must be able to analyze situations for correct decisions and/or recommendations on very short notice. Must be capable of understanding basic engineering solutions in drainage design and determining alternatives that provide the most viable solution while considering maintenance, engineering, political and economic issues.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for independent action in carrying out assigned duties relating to policy development of maintenance functions.

The consequences of not considering all factors could be inconsistent or inappropriate policy setting, inappropriate application of maintenance methods, non-compliance with permits and plans.

Failure to understand and incorporate appropriate standards, requirements and policies into work product may result in harm to the environment, excess costs to the Department and damage to the District's relationship with other agencies and the public. The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Errors of judgment could jeopardize meeting project deadlines and loss of program dollars to

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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the District. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

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### PUBLIC AND INTERNAL CONTACTS

Incumbent will be required to work effectively with others in their section and coordinate with other sections within the District or other programs, and may be involved with technical staff members of outside agencies and local interest groups.

Incumbent is required to maintain good relations with members of the public and employees from the same and other Divisions within Caltrans, as well as other agencies. Contacts with other public agencies and private individuals may be daily and the incumbent is expected to maintain a favorable image for the Department.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

While at their base of operation, employee may be required to sit for long periods using a keyboard and video display terminal. Other physical activities will include standing, walking, bending at the neck and waist, stooping, squatting, climbing, kneeling, twisting at the neck and waist, and working in confined spaces. Operating a motor vehicle for long periods is also part of this function. The ability to lift 60 pounds or move large or cumbersome objects from one location to another will be necessary. Other activities may include reaching above or at the shoulder, pushing or pulling, simple grasping or fine manipulation.

Some of this position is labor intensive. Incumbent must have the physical ability to react quickly to errant motorists and do strenuous hand and mechanical labor. The incumbent will be required to wear earplugs for loud noises; wear respirators; and appropriate safety gear at all times.

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### WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting and be required to sit or stand for prolonged periods. Field work is required where exposure to high speed traffic will occur. Incumbent must follow all policies, procedures and safe working practices. Incumbent will also be required to travel and work outdoors and may be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep, uneven and/or unstable terrain and surfaces, fast moving traffic and/or extreme heat and cold. Weather conditions vary from a cold windy and wet winter climate to a very hot and dry summer climate. Incumbent will be required to sit or stand for long periods of time; will be exposed to/put in stressful situations; will be required to wear long pants and appropriate footwear in good condition, and must wear provided personal protective safety equipment including but not limited to: shirts or vests, hard hats, safety glasses, gloves, face shields, respirators, ear plugs, as well as other safety devices deemed necessary.

The incumbent must be able to respond to reported culvert failures that may occur on short notice. These incidents may occur anytime during the day or night and on weekends or holidays and in any type of weather. The incumbent will be expected to be available for extended periods out of town on a per diem basis.

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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.)

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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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)

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SUPERVISOR (Signature)

DATE

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