STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 09/2014)

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
Caltrans Maintenance Supervisor	District 12/Maintenance/Maintenance Support	
WORKING TITLE	**POSITION NUMBER**	**EFFECTIVE DATE**
Caltrans Maintenance Supervisor – **Maintenance**	912-xxx-6301-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility cross 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: BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS (INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS.) WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE 9SUCH AS A DRIVER'S LICENSE.)

Under direction of a Caltrans Maintenance Area Superintendent, the Caltrans Maintenance Supervisor supervises and works with a crew engaged in various highway/landscape maintenance and graffiti tasks. Plans, organizes, conducts and evaluates safety-training needs. Develops work plans and crew schedules for an assigned area. The incumbent may be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers.

This classification requires a valid class C drivers' license. A class A or B drivers' license with Tanker endorsement, a current medical certificate is desirable. Duties include, but are not limited to:

TYPICAL DUTIES: BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.

Percentage Essential (E) / Marginal (M)	Job Description
80% (E)	Supervise, direct and assign work of crew engaged in the landscape/maintenance of the State Highways in the right of way bordering freeways and highways. Assures the safety of the crew and traveling public and oversees proper operation repair of equipment. Routinely reviews job sites, evaluates assigned areas, identifies problems and adjusts assignments appropriately. Plans and assigns work, gives instructions and ensures work is performed properly and safely. Maintains discipline, evaluates subordinates performance and takes or recommends appropriate action. Routinely review his/her assigned area, identifies problems/solutions, makes work assignments accordingly and determines effectiveness of crew's efforts. Analyze situations accurately and adopts an effective course of action.
10% (E)	Accountable for ensuring all regulations and safety and health practices, policies and procedures are followed as contained in the Injury and Illness Prevention program. Reviews Safety Manual, Chapter 8, and Code of Safe Practices (C.O.S.P.) regularly with crew. Implements, maintains, and enforces Department safety rules, policies and procedures. Maintains current C.P.R. and First Aid and Hazmat First Responder Operations (F.R.O.) certifications. Ensures crew is properly trained and qualified (first aid, equipment, etc.) and maintains a workplace free of discrimination.

*ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
*MARGINAL FUNCTIONS are minor tasks of the position that can be assigned to others.

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Percentage Essential (E) / Marginal (M)	Job Description
10% (E)	Responsible for maintaining monthly expenditures, time keeping, IMMS, personnel records, purchase material and supplies. Makes reports on progress of work, labor, equipment and materials used. Holds tailgate safety and storm water B.M.P. meetings. Submits monthly reports (S.P.P. count, litter pick-up totals, weeds cut and dumped total). Physically inspects employee drivers' licenses monthly.

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SUPERVISION EXERCISED OVER OTHERS:

Provides general supervision for Caltrans Highway Maintenance Leadworker/Caltrans Landscape Maintenance Leadworker, Caltrans Equipment Operator I and Caltrans Equipment Operator II and Caltrans Highway Maintenance Worker/Caltrans Landscape Maintenance Worker.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge: Incumbent must have the knowledge of materials, methods and equipment used in the Maintenance Department; operation and care of automotive equipment including light trucks, construction equipment and power tools; provisions of the California Vehicle Code rules and regulations pertaining to operation of vehicles and highway/landscape maintenance practices. Must have knowledge of the principles of effective supervision; responsibility for promoting equal opportunity throughout the workplace; maintain a work environment free of discrimination and harassment; and maintain an effective Injury & Illness Prevention Program. Must be able to direct the training and development of personnel in various types of operations; modify and change work methods to solve various problems encountered in daily operations and during emergency situations; determine equipment and personnel needed to complete a job. Knowledge of the basic occupational safety and health regulations in Title 8 Industrial Relations-Construction and General Safety Orders. Knowledge of methods of landscape maintenance used in highway planting and irrigation.
Ability: Plan and give directions at a level required for successful job performance; organize, conduct, and evaluate safety training programs; analyze grade and slope status; install and evaluate retaining walls; interpret blue prints; detect unsafe working conditions; follow oral, and/or written instructions; communicate clearly over a two-way radio system and keep simple records. Must have administration abilities and be able to maintain monthly expenditures of equipment usage, material usage, personnel hours and record keeping.
Analytical: Analyze situations accurately and adopt an effective course of action. The ability to establish and maintain order, while treating subordinates, co-workers and court referrals in a respectful, professional manner. Analytical ability is required to plan, budget determine equipment needs and schedule the work of others. As a job is in progress, incumbent must continually assess weather conditions, traffic, equipment breakdowns, etc. and adjust planned work accordingly, including emergencies when quick thinking is essential. Prepare correspondence, clear and comprehensive reports, and communicates effectively.

CONSEQUENCE OF ERROR / RESPONSIBILITY FOR DECISIONS:

While the incumbent is under the general direction of a Caltrans Area Superintendent, the responsibility for decisions is at this level and poor judgement could result in serious injury or death to the employee, crew members, other Caltrans employees, court referrals, and the traveling public resulting in tort liability or employee grievances for the Department. Errors in judgement could also result in civil and/or criminal liability for the Supervisor. Need to exercise judgement in determining job needs including (but not limited to) safely and in meeting emergency field situations.

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PUBLIC AND INTERNAL CONTACTS:

The employee will have continual contact with other crew members and may have contact with the Court Referrals. Considerable contact with other Caltrans employees, Courts, Volunteer Centers, the California Highway Patrol and other law enforcement personnel. Some contact with the general public. Some contact with other governmental agencies, vendors and others.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

The incumbent will be required to do heavy manual labor including moving/placing heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground; working in confined spaces; and standing or sitting for prolong periods. May be required to sit in/on and drive or operate maintenance and landscape vehicles. The incumbent will be required to wear earplugs for loud noises; wear respirators; and appropriate safety gear at all times. The incumbent will be required to cleanup in the event of vehicle accidents, hazardous spills or general trash and debris. The incumbent must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others. This position is a drug sensitive class. The incumbent will be required to pass a pre-employment drug test and subject to reasonable suspicion testing during appointment. If incumbent possesses a commercial drivers license, employee will be required to take random drug tests through appointment.

Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations, and adopt an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by his/her unit and provide high quality service to both internal and external customers.

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WORK ENVIRONMENT:

The employee will be based at a Maintenance Station in a climate-controlled environment under artificial lights, but some of the duties and time will be spent outdoors. Weather conditions vary from a cold windy and wet winter climate to a very hot and dry summer climate. May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep, uneven, and/or unstable terrain, fast moving traffic, and/or extreme temperatures. May be required to sit or stand for long periods of time. May be exposed/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 will be required to travel extensively through out the assigned area and may be required to travel and work in other areas in the District.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

EMPLOYEE NAME*(Please Print)*

EMPLOYEE SIGNATURE DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR NAME*(Please Print)*

SUPERVISOR SIGNATURE DATE

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