

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Supervisor	OFFICE/BRANCH/SECTION 56/Maintenance/Pavement Management	
WORKING TITLE Pavement Condition Evaluator	POSITION NUMBER 913-601-6301-XXX	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 Area Superintendent, the Caltrans Maintenance Supervisor will perform a Statewide Pavement Condition Survey (PCS), report accurate and timely information, and update prior survey data and pavement history. The incumbent must be able to operate vehicles according to all State vehicle codes and laws and possess a non-restricted class C driver's license.

TYPICAL DUTIES:

Percentage		Job Description
45%	Essential (E)	Safely observes and logs non-technical pavement distress data (wear, defects, etc.) on flexible and rigid pavement while working near the traveled way. Locate and record GPS coordinates for pavement sample locations. Responsible for review of the most complex pavement distress conditions. Responsible for collection of information on the most difficult highway configurations.
30%	Essential (E)	Safely collects road profile and video information through operation of an inertial profiler van. Provides reports and data transfers. Operates, calibrates and services pavement survey data collection equipment in accordance with Caltrans equipment service policy.
20%	Essential (E)	Uses laptop computer to log pavement condition data and prepare other business related and non-technical documents. Responsible for the accuracy, completeness, tracking, backup and submittal of assigned work.
5%	Marginal (M)	Plan, organize and evaluate safety training materials and procedures. Conduct safety training and participate in the development of Code of Safe Practices for data collection vehicles and pavement rating.

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

None. The incumbent may act in a lead capacity directing the work of others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must: effectively analyze changing situations and develop decisive action plans making the best use of time and equipment; develop and follow an effective work schedule under changing conditions; work safely while collecting accurate and consistent pavement distress and roughness data; direct a crew in safe data collection techniques; plan, organize and direct the work of others.

The incumbent must have knowledge and awareness of accident prevention techniques as well as the safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program and the supervisor's role in maintaining an effective Injury and Illness Prevention Program. The incumbent must be knowledgeable with computers using the Microsoft Windows operating system.

The incumbent must possess knowledge of physical characteristics and properties of highway pavement and the basic safety and health regulations contained in Title 8 Industrial Relations – Construction and General Industry Safety Orders. The incumbent must know emergency first aid and fire prevention techniques and the rules and regulations pertaining to inspection on encroachments.

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The incumbent must be able to; efficiently use IBM compatible computers to input data, run non-technical reports, transmit data, access servers over the Caltrans Intranet, back-up data and exercise basic digital file management techniques. The incumbent must be able to: keep records of employees' time, material and equipment use; understand and follow Code of Safe Practices, Chapter VIII of the Maintenance Manual; detect unsafe conditions; interpret maps, non-technical blueprints and sketches; work independently and with small groups; travel throughout the State; operate and effectively use the State's mobile radios, cell phones and the Intranet; quickly learn to care for and operate Pavement Survey collection tools; read and understand the Transportation System Network (TSN) Highway Log and route maps pertaining to the State transportation network; keep accurate records of time and equipment; prepare standard non-technical reports; understand materials, methods, and equipment used in the construction and maintenance of highways and structures, including placing of detour and warning signs, and demonstrate accident prevention techniques.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Safety judgments while collecting data must be accurate and precise, following Caltrans' code of safe practices and standard Chapter VIII guidelines. Errors in judgment regarding safety can result in the loss of life and financial resources. The incumbent is responsible for the quality and quantity of data collected manually. Errors in judgment can result in loss of funding for highway maintenance and rehabilitation.

The incumbent is responsible for review of collected data for completeness and accuracy, and documentation of work completed by themselves and co-workers. The incumbent must make daily decisions regarding the best use of time, equipment and travel allowances. Errors in judgment regarding these resources can result in loss of funding for the program and or failure to complete the PCS on schedule.

PUBLIC AND INTERNAL CONTACTS

The incumbent: will maintain regular personal contact with their supervisor and other employees; develop and maintain cooperative working relationships with District personnel and the public; exercise sound public relation techniques and use prudent judgment when representing the Department with the public and District personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to: remain alert and maintain a focus on work and traffic during ten (10) hour plus days; effectively manage personal emotions when faced with stressful situations; multi-task, adapt to changes in priorities and complete tasks or projects with short notice.

The incumbent must be able to: manage the rigors of travel including driving, flying and staying in different motels; sit in front or rear seats of mini-vans and full size vans; safely get in and out of the passenger compartment of a mini-van for several hours at a time while observing the pavement condition and utilizing a laptop computer repetitively during the day. The incumbent must be able to lift up to fifty (50) pounds while transporting equipment; walk a minimum of three hundred (300) feet in a reasonable amount of time repetitively during the day. The incumbent must be able to change the tires of mini and full size vans.

WORK ENVIRONMENT

The work reporting location is 2389 Gateway Oaks Drive, Sacramento. The incumbent will be required to travel extensively and perform overtime; work in inclement weather and work along the traveled way in metropolitan areas as well as remote areas of the State. The incumbent will work in heavy traffic areas and must pay close attention to traffic conditions. The incumbent is required to work on uneven surfaces along the traveled way among poison oak, ticks, reptiles and other hazards that require close attention while working.

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)

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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
