

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Supervisor	OFFICE/BRANCH/SECTION 56/Maintenance/MSET/META	
WORKING TITLE META Instructor	POSITION NUMBER 913-681-6301-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 the Maintenance Equipment Training Academy (META) Superintendent, the incumbent is responsible for instruction and training of personnel in classifications from Caltrans Maintenance Worker to Caltrans Maintenance Manager II. Responsibilities include the proper use, operation, servicing, minor repair and adjustment of automotive and heavy maintenance equipment, trucks, mowers, loaders, air compressors, tractors, motor graders, street sweepers, diesel and gasoline engines and other types of equipment used in Caltrans maintenance work. The incumbent develops training courses and materials, researches course content and evaluates the performance of students. The incumbent will also assist the META Superintendent with planning, organizing work and completing reports. The incumbent will act as Lead Instructor during training sessions at various locations.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Delivers classroom presentations to Caltrans employees (entry level through Maintenance Manager II) on the responsibilities of safe and proper inspection, operation and servicing of, and minor repairs to motorized equipment used in highway maintenance and construction.
25%	E	Conducts statewide Equipment Qualifier/Trainer classes in the field, on the requirements of the Equipment Qualification Program. These classes ensure safe and proficient operators, result in a reduction of downtime and repair costs to the fleet, and compliance with laws, codes, policies and regulations.
15%	E	Performs hands-on equipment demonstrations, field operations and performance evaluations of students, in order to maintain proficient operating skills and to demonstrate desirable techniques when operating motorized equipment used in highway maintenance and construction.
10%	E	Researches rules and regulations in order to develop training courses and methods of delivery for courses to be presented to Caltrans employees.
10%	E	Researches subjects for the updating of existing courses and for new courses as directed by the META Superintendent.
5%	E	Services, fuels and inspects equipment as needed for class instruction, and prepares records for monthly reports.
5%	M	Gathers and distributes training materials at training sites for preparation of META courses.

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

Acting as Lead Instructor, the incumbent is regularly responsible for classroom sizes of eight (8) to twenty eight (28) students, in classifications ranging from Caltrans Maintenance Worker to Maintenance Manager II, for the purpose of classroom and hands-on training and consultation.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of materials, methods and equipment used in the maintenance and operation of highways.

Possession of a valid, unrestricted, California Class A Commercial Driver License (CDL) and current Medical Card is required prior to appointment.

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The incumbent must have general knowledge of the many different types of maintenance equipment and have the ability to operate, service and make minor adjustments and repairs to the equipment. The incumbent must have knowledge of safety procedures pertinent to work duties including work area protection, equipment operation and proper lifting. The incumbent must have knowledge of the California Vehicle Code as it applies to the loading and operation of motor vehicles, and knowledge of Caltrans policies for equipment maintenance, servicing of equipment and proper documentation thereof.

The incumbent must have the skill to analyze various situations accurately and in a timely manner, as well as develop sound alternatives when necessary.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate instruction or incorrect judgment may result in safety hazards, grounds for grievance, damaged equipment and unnecessary cost and time loss. Erroneous decisions may also cause a loss of credibility to META.

PUBLIC AND INTERNAL CONTACTS

This position involves daily contact with other META staff and training participants ranging from maintenance worker classifications to Maintenance Manager II. Occasional contact with the public in presentations and demonstrations on behalf of META will occur. The ability to maintain good relations is critical to maintaining the reputation of META as a reliable source of information.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position requires the physical ability to mount, dismount, operate, crawl under and service trucks and construction equipment unaided. The incumbent must have the physical ability to squat, kneel, crawl, sit, twist, walk on uneven ground, or work above ground on aerial equipment. Power grasping of tools and equipment is required. The incumbent must be able to lift heavy objects up to seventy five (75) pounds that will be used as training aids, materials, traffic barriers and cones; move and set up temporary structures utilized for protecting outdoor training areas. Other occasional work will require full mobility, agility and physical strength. The incumbent must be able to stand and walk for up to four hours at a time while presenting field-training courses during inclement weather. The incumbent must stand and move about the classroom while presenting formal training for up to two hours at a time. The incumbent's hearing, vision and speech must be within normal parameters for presentation of indoor/outdoor training during field situations. The incumbent must be able to lift boxes of paper and stand during the copy production of textbooks and training materials for several hours.

Sustained mental activity is required to design and create accurate and professional training course materials, handouts, textbook copies and graphics. Problem solving during classroom situations is required. The incumbent must possess strong analysis and reasoning skills, in order to facilitate the production of quality training reports and evaluations by deadline dates. Organizational skills are required for the planning and execution of training plans and scenarios.

Public speaking skills are required. The incumbent must be comfortable speaking in front of audiences ranging in numbers from six (6) to thirty five (35); must possess the ability to quickly develop working relationships with people of varied backgrounds, origins, and civil service classifications in the office, the classroom and the field.

This position may require extensive travel to all geographical locations within the state, during different weather conditions in order to perform training. This extensive travel may require the employee to spend long periods of time away from the Training Academy located at McClellan and the Sacramento area.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office or classroom under artificial light. During the process of completing office assignments, prolonged sitting at a desk under artificial light while using a personal computer will be required. Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Employees will also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold. Travel will require the employee to spend long periods of time in a vehicle driving to remote field training locations or flying on commercial airlines.

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Abnormal shifts and long hours to include Saturdays and Sundays will be required to work in a fluctuating field-training schedule. Field-training schedules may vary based on District demands. Extensive travel may be required on an irregular basis. May travel with the Caltrans Mobile META and the Maintenance Area Superintendent with daily operations.

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
