

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Highway Equipment Superintendent I	Division of Equipment/Maintenance & Repair/Shop 4/ 3228	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Assistant Shop Superintendent	932-024-6822-	

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 Highway Equipment Superintendent III (HES III), the Highway Equipment Superintendent I (HES I) assists the HES III as a representative for the Division of Equipment. The HES I assists the HES III by maintaining a viable Shop organizational structure through independent and cooperative workload evaluation, classification determination, selection and cultivation of personnel. Assists with the oversight regarding all shop activities for proper procurement practices, uses and storage of material; general office procedures and practices; accurate and timely data entry. The HES I will perform these duties independently when the HES III is absent, or as directed. Participates in and conducts internal and external meetings. Maintains discipline and open communication with all levels of Shop personnel.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
25%	E	Guides direct reports in the proper accomplishment of their duties including the daily monitoring of workload and daily monitoring of data accuracy, Caltrans safety practices, current industry innovations, personnel and disciplinary issues, budgetary issues, current Division of Equipment direction and instruction, District vehicle and equipment needs, training opportunities, upward mobility opportunities. Encourages communication and ideas from all levels of the shop workforce to work lean and with continuous improvement. Works directly with staff to pro-actively establish a customer service oriented shop.
20%	E	Participates in the fleet acquisition and disposal process to ensure the correct and most economically efficient fleet mix. Ensures repairs and equipment improvements are accurate, correct, economically efficient and timely by monitoring work through daily review of shop generated work orders and ensures data accuracy. Monitors workload and makes adjustments as necessary to provide the greatest economical and time efficiencies using headquarters DOE generated reports and self generated Fleet Anywhere (FA) database reports.
20%	E	Travels throughout the State and/or District to inspect equipment to ensure repairs and inspections are done on time with the correct amount of resources expended. Travels to Field Heavy Equipment Mechanics to ensure shop safety and adequate facilities in compliance with Caltrans policy, State, and Federal regulations through regular field reviews. Communicates verbally and by email with field program supervisors to monitor service levels and determine needs at the field level. Represents DOE and the District Shop meetings throughout the District such as Regional Managers meetings, facilities related meetings, personnel related meetings and safety meetings.
10%	E	Provides written instructions using letters, memos and emails to individuals and groups. These include work directions, developmental instruction and training, and informational notices. Provides written communication to customers and vendors through letters and email to communicate equipment issues and schedules. Written communication within Caltrans regarding personnel issues, facility needs and safety issues. Prepares presentations such as PowerPoint for training and information sharing. Prepares reports as required to monitor and work progress and evaluate shop performance. Assists in development of written work instructions and shop guidelines.

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| 10% | E | Uses FA generated reports such as Preventive Inspection Schedule reports, backlog work reports, open work order report and work order error report as example to analyze data in order to efficiently manage shop operations. Also creates and develops reports using Access and Excel regarding productivity, scheduling and tracking. Assists Equipment Materiel Managers to ensure correct inventories are available in shop and field settings through regular shop and field reviews. |
| 10% | M | Assists HES III in maintaining proper distribution and expenditure tracking of allocated operating expense dollars and staffing by determining high demand areas and District/program needs while staying within allocation. |
| 05% | M | Assists with project management/schedule production according to mandates and directives. Plans for equipment needs through coordination with District Region Managers, Area Superintendents and District Equipment manager. Prioritizes repair work and equipment improvements through discussion with the District Equipment Manager, Area Superintendent and Program Supervisor or Coordinators to ensure the right equipment is available when needed. |

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

Directly supervises Highway Mechanic Supervisors. May act on behalf of the HES III.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of various types, models, capacity, operative characteristics, principles, and practices employed in the construction, operation, maintenance, use and repair of motorized vehicles, heavy construction and maintenance equipment; approved methods, tools and equipment used for the repair and fabrication of such equipment employed in the maintenance and construction of highways and appurtenant structures; various safety regulations governing Shop operations; training and development practices and methods of keeping records of equipment and perpetual inventory.

Ability to: read and write English at a level required for successful job performance, understands and effectively carries out State and departmental Equal Employment Opportunities Policies; analyze situations accurately and take effective and appropriate action; reason logically, draw valid conclusions, and make appropriate recommendations; read and interpret budgetary reports and spreadsheets; successfully work with others to gain and maintain their respect and confidence; conduct self in a professional manner; develop and maintain cooperative working relationships; demonstrate good judgment, tact, initiative, and diplomacy; follow directions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Shop Superintendent has responsibility for his/her own acts. Errors in judgment could result in inappropriate purchases; weak or poor support to the Districts efforts, damaged equipment, safety hazards, reduced and untrained staff and escalating costs. Errors may cause failures in stewardship with increased or unnecessary costs. Errors may result in delays in providing needed equipment to users causing an inability to meet mission critical needs.

This position has been designated as safety sensitive in accordance with Department of Personnel Administration Rules 599.960 and 599.961. Use of alcohol and/or drugs that impede the employee's ability to perform his or her duties safely and effectively could clearly endanger the health and safety of others, resulting in injury and or death.

PUBLIC AND INTERNAL CONTACTS

The HES I conducts business with manufactures representatives, vendor representatives, other State Departments, Headquarters and District representatives such as District Directors and their Division Chiefs, Maintenance Superintendents and Equipment Managers, and Shop Analyst's office to resolve budget issues. Occasional contacts with the public and other public agencies relating to equipment, its operation or administration.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. May have to walk

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on uneven surface or be exposed to inclement weather during field visits. The incumbent must have the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work, communicate effectively and respond appropriately to difficult situations. Must be able to organize and prioritize varied documents and assignments. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames. Have insight into situations to make improvements/efficiencies. Create a work environment that encourages others to provide efficient and quality service. Provide support and tools for staff needed for them to perform well. Work in intense, emergency situations while maintaining a professional manner. Must handle pressure well and be able to adapt behavior based upon situation. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

Employees will work in a climate-controlled office under artificial lighting, as well as travel to field locations at varying times of the day or night and in inclement weather as required. At times, may work in a shop environment and be exposed to dirt, noise, uneven surfaces, hazardous materials and temperature changes. Incumbent may work with others or by him / herself. May be required to work unscheduled excess hours as needed and vacations may be restricted during peak times.

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