

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE <b>Highway Equipment Superintendent I</b>	OFFICE/BRANCH/SECTION <b>Division of Equipment/Maintenance &amp; Repair/Shop 12/ 3236</b>	
WORKING TITLE <b>Shop Superintendent</b>	POSITION NUMBER <b>932-034-6822</b>	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 Supervising Highway Equipment Superintendent, assumes responsibility for all Shop, Office, and Parts activities of a grade one shop. Acts as a Field Agent for the Division of Equipment. Responsible for acquisition, repair, improvement and disposal of all fleet equipment used by the District. Maintains a viable Shop organizational structure through workload evaluation, classification determination, selection and cultivation of personnel. Establishes a general direction and workload for overall Shop operation, pro-actively establishes a service oriented repair work force, supports the Division's Safety program. Actively participates in District Meetings in support of their activities; travels throughout the District to inspect equipment, evaluates effectiveness of the Shop, on all phases of Shop operation; participates as member of various committees for the Division of Equipment. Oversees the Shop parts activity for proper procurement practices, uses and storage; maintains general office procedures and practices as well as proper data entry; and conducts meetings, maintains discipline and open communication with all levels of Shop personnel

**TYPICAL DUTIES:**

Percentage		Job Description
20%	E	Guides subordinates in the proper discharge of their duties in a grade one shop; Assigns work area responsibilities; provides instruction regarding Shop and personnel issues and determines local Shop policy regarding implementation of Departmental and Division guidelines.
20%	E	Receives and reacts to random daily contacts from various District, Headquarters and Shop Personnel.
15%	E	Travels throughout the District to inspect equipment, evaluates effectiveness of the Shop and receives one-on-one input from various equipment users and their supervisors.
10%	E	Maintains proper distribution and expenditure tracking of allocated operating expense dollars and staffing by determining high demand areas and District needs while staying within allocation.
10%	E	Plans for seasonal and other District needs, such as winter preparation, summer mowing and storm water efforts.
10%	M	Writes letters and reports as required to maintain an effective and productive Shop.
05%	E	Represents the Shop in various District meetings.
05%	M	Analyzes data presented and provides rulings regarding difficult stock inventory decisions. Receives, considers, and rules on difficult parts or inventory problems.
05%	M	Participates as an active member of various committees, such as District Accident Prevention and Strategic Development.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

Directly supervises Equipment Material Manager, Highway Mechanic Supervisors, and Office Technician (Typing).

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-88, Sacramento, CA 95814.

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### 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; analyzes situations accurately and takes effective action; speaks and writes effectively

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### 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 ballooning costs.

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.

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### PUBLIC AND INTERNAL CONTACTS

Conducts business with manufactures representatives, vendor representatives; other State Departments; also, 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.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. 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 have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames. May have to walk on uneven surfaces.

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### 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.

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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.)

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