

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Highway Equipment Superintendent III	Division of Equipment/Maintenance & Repair/Shop 7/ 3231	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Shop Superintendent	932-027-6821-	

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 direction of the Supervising Highway Equipment Superintendent (SHES), the Highway Equipment Superintendent III (HESIII) regularly exercises discretion and independent judgment regarding all shop, office and materiel management (parts) sections of a large field shop. In this capacity, the HES III represents the Division of Equipment (DOE) in a variety of public and private customers, advocates and ensures communication both internally and externally, and provides coordination of services and products.

The HES III coordinates the acquisition, repair, improvement and disposal of fleet equipment and vehicles and maintains shop, field shop and resident mechanic repair facilities in compliance with all federal, state, and local laws, regulations and policies. Maintains appropriate employee staffing levels, and promotes motivation and staff development. The HES III ensures adequate tooling and facilities are available to accomplish the quality services and equipment provided by the DOE.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
25% E	Effectively communicates and advises shop superintendents, materiel managers, and office staff regarding the implementation of the Department's Safety Program, DOE business practices, and Departmental and DOE guidelines. Includes shop superintendents, supervisors, and materiel managers in planning, organizing, decision making, and goal setting processes by providing opportunities for open communication. Assigns work area responsibilities and provides instruction in personnel issues. Frequently communicates at the District Executive and DOE Headquarters level as well as with vendors to facilitate the flow of information and to resolve disputes.
15% E	Assesses workload and makes appropriate staffing and business decisions based on available resources and priorities. Monitors productivity and makes adjustments to shop business practices to ensure efficiency. Coordinates with various Program Managers to establish priorities and provide workload direction to staff. Makes recommendations on repair or disposal of fleet equipment and the purchase of new equipment.
15% E	Works with the Materiel Manager ensuring compliance with and implementation of Materiel Management procedures. Coordinates and communicates with the Materiel Manager to make sure adequate resources are available to provide parts support and services. Communicates with the Materiel Manager to resolve materiel services issues.
15% E	Plans for seasonal and other District needs such as: winter preparation, summer mowing and storm water efforts and provides progress reports to District Programs and DOE Headquarters. Reviews and approves minor Local Requests and provides DOE Headquarters appropriate documentation upon completion. Manages local preventative maintenance and other mandated programs. Generates reports and reviews data with staff as required to maintain an effective and productive Shop.
10% E	Maintains proper distribution and expenditure tracking of allocated dollars and staffing by determining workload priorities and District needs while staying within allocation. Utilizes Fleet Asset Management principles to optimize fleet repair and replacement expenditure allocations.

ADA Notice

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- Ensures information entered by all shop personnel into DOE's Fleet Management System, Staff Central, and other data collection systems is complete, timely and accurate.
- 10% E Receives and responds to a variety of daily communications from District, DOE Headquarters, and Shop Personnel to ensure appropriate services are provided to the District. Frequently participates in Division of Equipment and District meetings and is an integral part of the decision making processes to resolve equipment related issues. Travels throughout the District to inspect equipment and provide opportunities for communication from various equipment users and DOE employees.
- 5% E Provides accurate written and verbal correspondence in regards to employee hiring, development, evaluations, and maintaining discipline. Takes or recommends appropriate personnel management actions.
- 5% M Participates as an active member of various DOE and District work groups, committees and teams to promote collaboration between programs and provide opportunities for communication and innovation.

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 Equipment Superintendent I (Assistant), Equipment Materiel Manager III, Office Technician (Typing), Office Assistant, and Staff Services Analyst.

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.

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 District's 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.

PUBLIC AND INTERNAL CONTACTS

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

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multi-task, adapt to changes in priorities, and complete projects within short time frames. May have to walk on uneven surfaces.

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.

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