STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Highway Mechanic Supervisor	Division of Equipment/Engineering & Prod/ HQ Shop/ 3224	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Caltrans Highway Mechanic Supervisor	932-032-6828-	

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:

Takes direction from a Highway Equipment Superintendent I, II or III. Supervises various staff engaged in constructing, servicing and repairing automotive, construction and highway maintenance equipment. May be assisted by a CT Heavy Equipment Mechanic Leadworker. Keeps records, establishes training programs, implements departmental policies, and prepares tool and equipment budgets, makes estimates for equipment repairs, improvements and disposal. Makes decisions regarding the repair, use and transportation of equipment. Acts in the absence of the Highway Equipment Superintendent. Directs the efforts of shop and field personnel. Maintains a safe work place. Maintains a good working relationship with outside vendors while insuring quality and timely repairs. Works closely with district personnel to maintain Caltrans equipment in a safe and operable manner. Works with other State agencies to promote the economical use of equipment.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	In a shop setting, assigns work, gives instructions, maintains discipline and passes upon difficult mechanical problems in connections with the supervision of the work of a group of mechanics, Machinist, Laborers and helpers engaged in constructing, repairing and maintaining automotive and highway maintenance and construction equipment. May supervise and be assisted by a Heavy Equipment Mechanic Leadworker.
20%	E	Using the computer, opens and closes work orders, checks mechanics' time and tasks for accuracy into the Fleet Management System (FMS), retrieves and works with various FMS reports, uses a personal computer to a minimum extent as a tool for managing.
20%	E	Compiles estimates of cost on proposed repairs, keep records of work in progress, checks time cards and stock disbursement records, checks requests for needed supplies and parts.
10%	E	Coordinates both the shop and facilities upkeep. Prepares training needs for employee's under direct supervision.
05%	M	Assists in the preparation of various budgets, i.e., tools, equipment and facilities.

[1]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

Supervises staff comprised of Caltrans Heavy Equipment Mechanics, a Caltrans Heavy Equipment Mechanic Leadworker, and may supervise a Heavy Equipment Mechanic Apprentice, Caltrans, Machinist, or Laborer.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of tools, materials, and methods of construction, overhaul and repair of automotive and heavy equipment. Understand drawings and blueprints, proper handling and disposal of hazardous materials; basic occupational safety work practices to protect there own health and safety and the health and safety of others. Have knowledge of Cal-Osha

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regulations and vehicle requirements, be able to read and write.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate estimation of repairs or poor judgment in making repairs or assembly of equipment could result in damage, costly re-work, or loss of equipment, and could create a safety hazard causing injury to state employees or the general public.

Incumbent is responsible for his/her actions, decisions, quality of completed work, and proper use of state time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

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

Extensive contact with shop mechanics, field mechanics, district employees and vendors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Work would include but not limited to; heavy lifting, stooping, standing for extended periods, bending and climbing on equipment with body positions that require strength, agility and flexiblity. Incumbents must be able to function under stressful situations during peak workloads such as storm season and remain cooperative with coworkers, follow direction and remain customer oriented.

Will be required to wear safety equipment including eye protection (safety glasses), ear plugs, safety vest, and hard hat. Must be able to wear protective clothing as required and furnished by the Division of Equipment..

WORK ENVIRONMENT

Incumbents for this position will be working as a Supervisor with a crew of Heavy Equipment Mechanics in a State Equipment Shop. This type of work environment could include items that may possibly have adverse health affects including but not limited to; loud noise, dust, dirt, oils, solvents and cleansers, lead paint, welding fumes and gas and diesel engine smoke. Will be required to enforce employee safety policies. Changing shifts and overtime may be required during high workloads such as storm seasons along with extreme changes in weather temperatures.

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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