

PROPOSED

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervising Highway Equipment Superintendent South	Division of Equipment/Office of Maintenance and Repair	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief, Office of Maintenance and Repair	932-001-6816-	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Division of Equipment (DOE) Director, CEA III, the Southern Chief, Office of Maintenance and Repair (OMR), is responsible for the overall management and administration of major segments of equipment repair functions, such as Southern Field Shop Operations, direction and coordination and development of shop directives, shop performance measures, and policies and procedures. Ensures all Department policies and guidelines are current, available, and adhered to by Southern Field Shop Superintendents, Field Liaison, Superintendent Specialists and staff under each area of responsibility.

TYPICAL DUTIES:

Percentage		Job Description
20%	E	Manages, directs, coaches, and develops OMR superintendent specialists and Field Shop Superintendents through various means of communication which include verbal and written feedback using personal visits, memos, e-mail and telephone contacts. Coordinates, monitors, and distributes policies, directives and approved publications to OMR staff. Evaluates, assists and coordinates field shop workloads. Develops and implements statewide workload norms and standards. Directs and monitors field shop operations including the review and recommendation for improvements of efficiencies in areas including supervision, customer service and increased vehicle usage. Monitors Shop accomplishments and assesses shop performance measures. Reviews and monitors reports generated by the Lubrication Coordinator and the Warranty Coordinator. Provides direction regarding general improvement and enhancement of equipment. Serves a primary consultant for DOE Fleet Asset Management issues. Researches and identifies new technology for improvement to DOE lubrication technologies and warranty asset collection system and assists in the effective and efficient implementation of these programs.
20%	E	Coordinates with statewide District Management regarding field shops maintenance and repair priorities. Ensures field shops are meeting District Management's expectations. Serves on task forces or special study committees (environmental, staffing, performance equipment) to document and resolve complex departmental issues such as compliance with performance reviews, audits, and zero based budget. These forums may include other state agencies and various Caltrans divisions. Addresses findings from control agencies or control divisions regarding shop operations.
15%	E	Uses OMR workload standards and performance measures to develop field shop instruction and direction. Reviews and approves various OMR publications to address areas of personnel management, resource management, customer service, fleet management and succession planning (i.e. future District, staffing, training and funding needs); long and short term strategic operational plans for Field shops; performance reviews; DOE goals and objectives. Manages the distribution and implementation of tools to OMR personnel and their adherence to use policy.
15%	M	Utilizes various data (i.e. District Mapping, Fleet Usage, Maintenance Repair Unit) and reports (i.e. Budgetary Allocations, Expenditure Reports, Fleet Acquisition Plan, Facilities Plan) to develop the OMR allocations for staffing, operating expense, equipment, lands and building, tools, and expendable property. Monitors and reviews shop expenditures against budget allocations and submits adjustment recommendations as necessary to DOE Office of Budgets and Administration.

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- 10% M Travels to Field Shops to maintain open communication with Caltrans District offices, district customers, and Field Shop Superintendents. Attends meetings with Shop personnel and various levels of district management to provide clarification regarding DOE directives and procedures. Addresses all safety issues identified by Shop Personnel and/or District equipment units. Observes, audits and monitors Shop adherence to policies and procedures and addresses as needed.
- 10% E Consults with the Division of Human Resources, Labor Relations, Discipline Services, Worker's Compensation, and Union representatives and makes recommendations regarding personnel issues such as hiring, recruitment, development, disciplinary matters, labor contract concerns and exams. Monitors and reviews staff disciplinary actions and prepares Individual Development Plans and Supervisory Performance Appraisals. May participate on various examinations working with the Exams unit being a subject matter expert or panel member for various exams administered to candidates for positions with Shop production forces as requested by Cal-HR.
- 10% E Regularly reports to the Division Chief to keep him/her apprised at all times on matters of concern regarding DOE and fleet equipment and personnel. Directs the resolution of difficult and complex administrative problems relating to personnel, budgets, fleet management and Shop operations.

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

Supervises and provides management direction to staff within the Office of Maintenance and repair. These staff consist of Highway Superintendent level I, II and III.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of all functions of Field Shop operations, Office and Departmental policies and procedures; good management/supervision techniques and business practices. Must use good judgment and professional communication when advising Field Shop Superintendents and in recommending Headquarters resolution of district problems.

Requires the analysis of problems associated with individual Shop budgeting, District level fleet management, and Shop operations issues to arrive at recommendations for changes or improvements in areas such as directives, procedures, administration, personnel training or equipment.

Must have extensive background in the equipment field, which may include purchasing, operating, maintaining, repairing and disposing of equipment.

Ability to read and write English at a level required for successful job performance, understands and effectively carries out State and Departmental equal employment opportunity, analyzes situations accurately and takes effective action, speaks and writes effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in decisions made within this Office could have major impacts to the Division of Equipment and the Department. Lack of foresight in resource requests could hamper the DOE's ability to provide the service expected by the Department and public entities using our services. Inaccurate reporting could affect DOE allocations and Department Fleet count.

PUBLIC AND INTERNAL CONTACTS

Conducts business with manufacturers' representatives, vendor representatives; other State Departments; Labor Representatives; Headquarters and District representatives such as: District Directors and their Deputies; Maintenance Superintendents and Equipment Managers; Division of Human Resources personnel; Division of Administration personnel; all DOE personnel.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees 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 and to communicate effectively. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames.

WORK ENVIRONMENT

Employee generally works in a climate-controlled office under artificial lighting. Occasional visits to field locations to review shop operations in work-shop environments.

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