STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
SUPERVISOR TUNNELS & TUBES	04/Maintenance/Specialty Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Supervisor Tunnles & Tubes	904-791-6706-XXX	11/20/2014

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 supervision of a Superintendent T&T the incumbent uses his/her own judgment within limits of prescribed guidelines. Routine work is subject to a general review. Direct supervision and closer review are exercised in the more complex and difficult situations, such as costly equipment failure, or during emergencies which could require closure of the facility. The incumbent supervises a crew responsible for the operation and maintenance of ventilation, water pumping equipment, electrical systems, lighting and traffic control devices in a Vehicular Tunnel or Tube; is the ranking officer on duty for Caltrans District 04, after regular working hours.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Keeps accurate records of maintenance work performed by crew members, as well as special work orders for accident damage and day labor work orders; supervises crews in the proper methods of handling emergency calls using two-way radio or telephones; checks records of these calls to determine if methods could be improved or changed; supervises the maintenance and repair of the structures and office; conducts on-the-job training for subordinates; makes oral and written reports on the operational status of the Tunnels and Tubes.
20%	E	Plans and schedules shift work for operating and maintaining a variety of electrical and mechanical equipment ranging from 100-HP motor driven fans, to electronically controlled carbon monoxide analyzers, works with Voltages ranging from 12,000 VAC to fractional values.
20%	E	Conducts and/or supervises tests to determine the condition of equipment and decides what type of repairs or adjustment is necessary. Uses information from tests to authorize repairs and perform maintenance. Supervises the operation of a large diesel driven stand-by generator and authorizes necessary adjustments and repairs; responsible for and supervises the operation of switchgear used to supply 12,000 volts of incoming power.
20%	E	Responsible for supervising the maintenance and repair of complete fire alarm and emergency telephone systems; supervises the maintenance of elaborate compressed air systems used in traffic control devices, as well as mechanical features of the control system; instructs employees on emergency tow equipment operation; uses and applies first aid procedures, utilizes HEPA. (High efficiency particular arresting) breathing apparatus as necessary for the protection of our employees and the traveling public.

[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

Plan, schedule, direct, and assign work of a five-person crew. Supervision is direct and continuous; schedules the order of work according to importance and deadlines; trains employees, evaluates their performances and takes or recommends appropriate action.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

• Knowledge of methods, tools, and equipment used in the installation, operation, maintenance, and repair of tunnel and tube equipment and machinery.
• Knowledge of the provisions of the California Vehicle Code regarding operation of vehicular tunnels and tubes; familiarity with the principles of effective supervision.
• Knowledge of Code of Safe Practices. All of the following Safety Orders issued by the State of California, in the California Administrative Code under Title 8. Industrial Relations; 1. Construction, 2. General Industry, 3. Electrical, 4.

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Telecommunication, 5. Tunnel, 6. State Fire Marshall.

• Knowledge of purchasing practices, policies, and guidelines.

• Ability to evaluate the condition of the equipment/machinery and to judge the priority of servicing needs. The Supervisor must analyze and foresee what must be done to develop repairs or replacement and maintain the traffic flow through the Tunnels or Tubes.

• Ability to keep records and accounts of employees' time, materials, and equipment used; interpret drawings and sketches; lay out and direct work of others.

• The Supervisor must be able to analyze situations accurately and take effective action.

• The incumbent must be in Possession of a valid California Class 3 Driver's License.

The incumbent is responsible for all of the maintenance effort during his/her shift. The incumbent must be well versed in the operation and use of a wide variety of testing equipment. The Supervisor gathers statistical data for analysis, which may be used for personnel and equipment budgeting.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decisions could affect public safety or result in tort liability for the Department. The Tunnels and Tubes must remain open on a 24-hour, seven-day-a-week basis. Errors by incumbent could result in problems ranging from closure of facilities, stopping all traffic movements, down to nuisance level and inconvenience to the traveling public.

PUBLIC AND INTERNAL CONTACTS

The position requires contact with the public and the news media. Supervisor must work closely with other employees. He/she is responsible for informing the relief Supervisor of any unfinished work, instructions received, operational status of the facility, and any other happening of note. At times the incumbent will be in contact with local City or County agencies and utility companies; may be called upon to conduct a guided tour for visitors through the facility.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Supervisor may be required to sit for long periods of time using a keyboard and video display terminal or they may be required to work in the air-ducts, portal buildings, tunnel roadways, or confined spaces.

They may be required to work nights/days /10 hour shifts and has days off other than weekends.

WORK ENVIRONMENT

Throughout their shift Supervisors may work in a climate-controlled office under artificial lighting, in the air-ducts, portal buildings, tunnel roadways, and confined spaces. They may be exposed to dirt, noise, uneven surfaces, traffic hazards and/or extreme heat or cold.

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.

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SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE