

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION D56/ Maintenance Safety, Equipment and Training	
WORKING TITLE Assistant Field Safety Liaison	POSITION NUMBER 913-610-6282-918	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the Field Safety Liaison, Office of Maintenance Safety, Equipment and Training, a Maintenance Manager I, this position is responsible to research and address safety and health issues raised by Maintenance employees and provide reports to management; update and revise various Division of Maintenance manuals; serve on various multi-disciplinary committees; and serve as the point of contact for District 56 for all injuries and motor vehicle incidents. Incumbent will also assist in assessing, developing, recommending, implementing, and evaluating statewide maintenance safety policies, procedures, and techniques. Will also present safety-related training to maintenance personnel and others. The ability to effectively utilize written and oral communication skills is essential.

CORE COMPETENCIES:

As a CT Maintenance Area Supt, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety First - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - Equity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence - Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Strengthen Stewardship and Drive Efficiency - Equity, Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Cultivate Excellence - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First - Innovation)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Strengthen Stewardship and Drive Efficiency - Engagement)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Analyze safety statistics and provide reports to management, update and revise various Maintenance safety and other manuals, serve on various multi-disciplinary committees, investigate accidents; and assist in assessing, developing, recommending, implementing, and evaluating statewide maintenance safety policies, procedures, and techniques.

ADA Notice

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20%	E	Work with various ad hoc and standing committees, such as but not limited to, Maintenance Procedures Safety Review Team, Protection of Workers, IUOE/Caltrans Safety Committee. Attend the statewide District Safety Officers Conference and other training that may be needed to maintain expertise.
15%	E	Provides training to District trainers on Chapters 7 and 8 of the Maintenance Manual and other training to district personnel including, but not limited to MAZEPP, Temporary Traffic Control, and Flagging. Instruct various classes as required, i.e.; Maintenance Leadership Academy, etc. Act as subject matter expert for maintenance-related course development.
10%	E	Collaborate with other programs on safety projects in the districts, including research, procurement, and scheduling, then provide feedback to management.
10%	E	Serve as Point of Contact for D56 injuries and motor vehicle incidents. Ensure all proper paperwork is completed and routed accordingly.
5%	M	Assists with revisions to Chapter 7 Traffic Management, Chapter 8 Protection of Workers, and Codes of Safe Operating Practices as needed. Revisions may be necessary when changes are made in OSHA regulations or other departmental manuals.

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

This position does not supervise other employees, but may act as a lead.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough and practical working and technical knowledge of the work performed by maintenance personnel. Will require written and personal contact with all levels of maintenance management. Must have an ability to coordinate activities with other functional units, Caltrans Districts, State, and Federal Agencies. The incumbent must have the ability to utilize a variety of analytical techniques to respond to complex maintenance, operational, and safety issues centered in this unit. Must have the ability to make value judgments in recommending priorities and resources.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Mismanagement or error in the described duties could result in improper work practices that may endanger the safety of both Caltrans employees and the public.

PUBLIC AND INTERNAL CONTACTS

Incumbent will be called upon to represent the Division of Maintenance with all levels of Caltrans management in headquarters and districts with regards to worker safety issues. May also will represent the Division in dealing with other state agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to physically perform field reviews of maintenance operations and equipment, including, but not limited to working in adverse weather conditions, walking on slopes and unstable ground, and working in close proximity to intimidating high-speed moving traffic. Incumbent will be required to investigate serious and fatal employee accidents and must have the ability to remain composed, unemotional, and focused on the task of reviewing unpleasant accident sites and interviewing emotionally-charged witnesses. Incumbent must possess strong reasoning and investigative skills in order to lead and/or assist in said accident investigations. Public speaking skills are required. Must be comfortable speaking in front of both small and large audiences. Must meet various timelines associated with contract management and project-related deadlines.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employee will be required to travel statewide, work outdoors and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold. May perform work requiring irregular hours, including night shifts, weekends and holidays. May be permitted to telework.

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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
