

**POSITION DUTY STATEMENT**

PM-0924 (REV 11/2017)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION Sutter-Sierra/Region Office	
WORKING TITLE Maintenance Safety Officer	POSITION NUMBER 903-709-6282-XXX	EFFECTIVE DATE 06/13/2018

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 from the Maintenance Manager II, this position is responsible to research and address safety and health issues raised by Maintenance employees and provide reports to management; serve on various multi-disciplinary committees; perform field safety reviews; attend tailgate safety meetings; act as safety representative for Maintenance in the planning phase for project development; incumbent must possess knowledge of the Caltrans training process including the Learning Management System (LMS), Integrated Maintenance Management System (IMMS) for proper safety charging practices; investigate accidents and participate on Accident Review Teams, and Levels of Service (LOS). Incumbent will present safety-related training to maintenance personnel. The ability to effectively utilize written and oral communication skills is essential. Must possess a valid driver's license.

**CORE COMPETENCIES:**

As a CT Maintenance Area Supt, the incumbent is expected to develop 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, and Goals.

- **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. (Safety and Health - Teamwork)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (System Performance - Commitment)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Stewardship and Efficiency - Innovation)
- **Developing Others:** Willingness to delegate responsibility and to work with others and coach them to develop their capabilities. (Organizational Excellence - Innovation)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Sustainability, Livability and Economy - Teamwork)
- **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. (Safety and Health - Integrity)

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
35%	E	<p>Training</p> <p>Will provide training to Maintenance employees on Chapter 8 of the Maintenance Manual and other training to District personnel in conjunction with HQ Safety including, but not limited to fall protection, hearing conservation, confined spaces, First Aid, Defensive Driving, CPR/AED (AED Monitoring), etc.</p>
30%	E	<p>Review and evaluate the safety of field employees</p> <p>Conduct research and prepare reports on safety issues raised by field Maintenance employees. Perform three field safety reviews per week and discuss non-compliant activities with the Maintenance Area Superintendent/field Supervisor. Conduct accident investigations and serve as Maintenance's representative on Accident Review Teams. Attend tailgate meetings weekly to review and discuss safety topic and /or close call incidents which have occurred in the District or other Districts and review proper safety charging practices in IMMS. Conduct District Maintenance facility safety inspections. Review Safety Meeting Reports. Review Accident Reports to assist in determining preventability.</p>
30%	E	<p>Accident and injury review</p> <p>Review personal injury and vehicle accident records and recommend corrective action. Recommend changes in methods or procedures that would contribute to a reduction in accidents and injuries.</p>

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5%	M	<p>Committee Activities</p> <p>Work with various committees, such as but not limited to; IUOE/Caltrans Safety Committee, District Accident Prevention Committee, Warehouse Advisory Committee, and Technical Advisory Groups which rely on Maintenance safety input for trying out different materials, methods, or equipment. Attend the statewide District Safety Officers Conference and other training that may be needed to maintain expertise. Act as safety representative for Maintenance in the planning phase for project development (pre-construction meetings).</p>
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<sup>1</sup>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.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This is typically a non-supervisory position. Incumbent may be asked to cover duties of other Superintendents based on operational need due to vacations, vacancies or other instances. Will occasionally be acting for the Maintenance Manager II.

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**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS****Knowledge:**

Must have a thorough and practical work and technical knowledge of the work performed by maintenance personnel; the Integrated Maintenance Management System, rules, regulations and procedures for the procurement of materials, goods, and services; rules and regulations of personnel administration and accounting; and principles of effective supervision and personnel practices. Must be thoroughly competent in the use of the English language, mathematics, public speaking, and written communication. Must understand and use computers in the conduct of official business. Must have working competency in word processing, spreadsheet, and e-mail systems. Will require written and personal contact with all levels of maintenance management. Incumbent must have an ability to coordinate activities with other functional units, Caltrans Districts, State and Federal agencies.

**Abilities:**

The incumbent must possess knowledge of the Caltrans training process including mandatory and job required training for field and office staff which includes scheduling, enrolling, documenting attendances and input into the Learning Management System (LMS). Knowledge of the various databases is necessary for successful job performance. Databases include Microsoft Access, IMMS, LOS, LMS, etc.

**Analytical:**

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. Incumbent must have the ability to make value judgments in recommending priorities and resources.

Possession of a valid Driver's License.

Ability to supervise and direct the work of subordinates.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

Must be able to analyze information provided by the Integrated Maintenance Management System; make cost estimates and reports; analyze reports, rules and regulations, and apply to planning, budgeting, cost control, equipment and personnel needs, and work scheduling.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors may endanger State workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to State equipment, property and facilities. Failure to make timely and proper decisions could endanger human lives and property, and result in lawsuits.

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**PUBLIC AND INTERNAL CONTACTS**

Contact by phone, letter, and in person with State employees, other government agencies, and private citizens, concerning accidents, and other emergency situations, status of work, complaints, and procurement. Has daily contact with subordinates and co-workers, frequently regarding sensitive issues. Is required to project a professional and businesslike image, and develop and maintain effective working relationships.

Incumbent will be called upon to represent the Division of Maintenance with all levels of Caltrans management in the district with regards to worker safety issues. Incumbent will represent the Division in dealing with other state agencies, i.e. CHP, Cal-OSHA, ORIM, etc.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Some of this position may occasionally be labor intensive. Incumbent must have physical ability to react quickly to errant motorist. Must be able to work long hours under sometime severe conditions.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

Incumbent must be able to physically perform field reviews of maintenance operations and equipment, including, but not limited to working in close proximity to high-speed 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. Incumbent must be comfortable speaking in front of both small and large audiences.

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**WORK ENVIRONMENT**

This position requires extensive travel throughout the assigned area, in addition to occasional travel to other parts of District 03 and elsewhere in the State. Emergency response and work at night and weekends will be required as needed.

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employee will be required to travel district wide, 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. Incumbent is on call for and respond to incidents involving Maintenance personnel.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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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)

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SUPERVISOR (Signature)

DATE