

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Hwy Equip Supt I	OFFICE/BRANCH/SECTION Division of Equipment/Maintenance & Repair/Shop 4/32-024	
WORKING TITLE Assistant Shop Superintendent	POSITION NUMBER 932-024-6822-925	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:

In the Division of Equipment, and under the general direction of the Highway Equipment Superintendent III (HES III), the Highway Equipment Superintendent I (HES I) assists the HES III as representatives for the Division of Equipment. The HES I assists the HES III maintain a viable Shop organizational structure through independent and cooperative workload evaluation, classification determination, selection and cultivation of personnel. Assists with the oversight regarding all shop activities for proper procurement practices, uses and storage of materiel; maintains general office procedures and practices; accurate and timely data entry. The HES I will perform these duties independently when the HES III is absent. Participates in and conducts internal and external meetings. Maintains discipline and open communication with all levels of Shop personnel.

CORE COMPETENCIES:

As a Hwy Equip Supt I, 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Integrity)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (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 and Collaboration**: Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Cultivate Excellence - Engagement)
- **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. (Cultivate Excellence - Innovation)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Lead Climate Action - Integrity)
- **Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Cultivate Excellence - Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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30%	E	Guides direct reports in the proper accomplishment of their duties including the daily monitoring of workload and daily monitoring of data accuracy, Caltrans safety practices, current industry innovations, personnel and disciplinary issues, budgetary issues, current Division of Equipment direction and instruction, District vehicle and equipment needs, training opportunities, upward mobility opportunities. Encourages communication and ideas from all levels of the shop workforce to work lean and with continuous improvement. Works directly with staff to pro-actively establish a customer service oriented shop.
20%	E	Uses Fleet Anywhere (FA) generated reports such as Production, Preventive Inspection Schedule reports, backlog work reports, open work order report and work order error report as example to analyze data in order to efficiently manage shop operations. Also creates and develops reports using Access and Excel regarding productivity, scheduling and tracking. Assists Equipment Materiel Managers to ensure correct inventories are available in shop and field settings through regular shop and field reviews.
15%	E	Participates in the fleet acquisition and disposal process to ensure the correct and most economically efficient fleet mix Ensures repairs and equipment improvements are accurate correct, economically efficient and timely by monitoring work through daily review of shop generated work orders and ensures data accuracy. Monitors workload and makes adjustments as necessary to provide the greatest economical and time efficiencies using headquarters DOE generated reports and self generated FleetAnywhere database reports.
10%	E	Provides written instructions using letters, memos and emails to individuals and groups. These include work directions, developmental instruction and training, and informational notices. Provides written communication to customers and vendors through letters and email to communicate equipment issues and schedules. Written communication within Caltrans regarding personnel issues, facility needs and safety issues. Prepares presentations such as PowerPoint for training and information sharing. Prepares reports as required to monitor and work progress and evaluate shop performance. Assists in development of written work instructions and shop guidelines.
10%	E	Assists with project management/schedule production according to mandated and directives. Plans for equipment needs through coordination with District Region Managers, Area Superintendents and District Equipment manager. Prioritizes repair work and equipment improvements through discussion with the District Equipment Manager, Area Superintendent and Program Supervisor or Coordinators to ensure the right equipment is available when needed.
05%	E	Travels to inspect equipment to ensure repairs and inspections are done on time with the correct amount of resources expended. Travel to Field Heavy Equipment Mechanics to ensure shop safety and adequate facilities in compliance with Caltrans policy, State, and Federal regulations through regular field reviews. Communicates verbally and by email with field program supervisors to monitor service levels and determine needs at the field level. Represents DOE and the District Shop meetings throughout the District such as Regional Managers meetings, facilities related meetings, personnel related meetings and safety meetings.
05%	E	Reviews plans, drawings, specifications, and matrices provided by DOE, Engineering and Production units or vendors used for the assembly of new and/or modification of equipment. Ensures information is accurate and feasible so the assembly or modifications can be performed.
05%	M	Assists HES III in maintaining proper distribution and expenditure tracking of allocated operating expense dollars and staffing by determining high demand areas and District needs while staying within allocation

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

Directly supervises Highway Mechanic Supervisors. May exercise supervisory functions while acting on behalf of the HES III.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of various types, models, capacity, operative characteristics, principles, and practices employed in the construction,

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operation, maintenance, use and repair of motorized vehicles, heavy construction and maintenance equipment; approved methods, tools and equipment used for the repair and fabrication of such equipment employed in the maintenance and construction of highways and appurtenant structures; various safety regulations governing Shop operations; training and development practices and methods of keeping records of equipment and perpetual inventory.

Ability to: read and write English at a level required for successful job performance, understands and effectively carries out State and departmental Equal Employment Opportunities Policies; analyze situations accurately and take effective and appropriate action; reason logically, draw valid conclusions, and make appropriate recommendations; read and interpret budgetary reports and spreadsheets; successfully work with others to gain and maintain their respect and confidence; conduct self in a professional manner; develop and maintain cooperative working relationships; demonstrate good judgment, tact, initiative, and diplomacy; follow directions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Shop Superintendent has responsibility for their own acts. Errors in judgment could result in inappropriate purchases; weak or poor support to the Districts efforts, damaged equipment, safety hazards, reduced and untrained staff and escalating costs. Errors may cause failures in stewardship with increased or unnecessary costs. Errors may result in providing needed equipment to users causing an inability to meet mission critical needs.

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

The HES I conducts business with manufactures representatives, vendor representatives, other State Departments, Headquarters and District representatives such as District Directors and their Division Chiefs, Maintenance Superintendents and Equipment Managers, and Shop Analyst's office to resolve budget issues. Occasional contacts with the public and other public agencies relating to equipment, its operation or administration.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. May have to walk on uneven surface or be exposed to inclement weather during field visits. The incumbent must have the ability to develop and maintain friendly and cooperative- working relationships with those contacted in the course of the work, communicate effectively and respond appropriately to difficult situations. Must be able to organize and prioritize varied documents and assignments. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames. Have insight into situations to make improvements/efficiencies. Create a work environment that encourages others to provide efficient and quality service. Provide support and tools for staff needed for them to perform well. Work in intense, emergency situations while maintaining a professional manner. Must handle pressure well and be able to adapt behavior based upon situation. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

Employees will work in a climate-controlled office under artificial lighting, as well as travel to field locations at varying times of the day or night and in inclement weather as required. May be required to work unscheduled excess hours as needed and vacations may be restricted during peak times.

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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