

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Maintenance Supervisor	OFFICE/BRANCH/SECTION DISTRICT 07/MAINTENANCE/SPECIAL CREWS
WORKING TITLE CMS Regional Training Coordinator	POSITION NUMBER 907-740-6301-918
	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 supervision of a Caltrans Maintenance Manager II, the Caltrans Maintenance Supervisor serves as the Regional Training Coordinator for Special Crews. Working independently, or in cooperation with others, pro-actively identifies the need for, and type of, training to ensure safety and compliance with Federal, State, and local mandates, to include Departmental policies and procedures. Recommends, develops, and coordinates the administration of training identified as required to address deficiencies, mandatory requirements, various certifications, and staff development. Incumbent will monitor results of training within the region, maintaining records and documentation, providing status reports to managers regarding regional compliance, and effectiveness. The incumbent may be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and is required to respond to emergency situations and calls. A valid, unrestricted, Driver's License is required in the performance of the duties of this position. May be loaned to other cost centers.

**CORE COMPETENCIES:**

As a CT Maintenance Supervisor, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Fostering Diversity**: Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Conceptual Thinking**: Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)

**ADA Notice**

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**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
55%	E	As the Regional Learning Management Service (LMS) Coordinator, incumbent is responsible for directing, coordinating, monitoring, and developing training activities for Special Crews Maintenance Region. This includes, but is not limited to, Computer Training, Cardio Pulmonary Resuscitation (CPR), First Aid, Safe Operation of Chain Saws, Caltrans Safety and Health Manual (Chapter 8), Confined Space Safety, Contract Training, New Employees Maintenance Orientation, Maintenance Leadership Academy, Leadership Development Academy, High Voltage Training, Supervisor Training, Maintenance Equipment Training Academy, Welding (Basic), and Stormwater Training. Conduct and or assist in training necessary to ensure Region employees are in compliance with all Departmental Policies and Procedures. Responsible for documenting compliance, or non-compliance, providing updates as necessary to the managers. Manage the logistics of all training meetings.
25%	E	Create, update, and maintain database of records documenting Regional Tailgate Meetings; adherence to Code of Safe Practices; Vehicle Safety Inspections; individual employee requirement, and eligibility, for specific training and certification; to include employee Certifications for Crane, Forklift, Personnel Hoist, Truck and Trailer, and other Equipment Training Certifications. Ensure Region employees are trained in all mandated training to reduce possible liability to State. Recommend corrective action if necessary to improve Region's Training program.
15%	E	Conducts Chapter 8 and Operational field reviews. Works with District and Departmental Training Coordinators to schedule and ensure training is in compliance with Federal and State mandates.
5%	M	Make travel arrangements for employees attending training to include plane, rental car, and hotel reservations. Double-check arrangements to confirm. Provide back-up coverage for Region Facility and Equipment Coordinator.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position exercises no direct supervision. May act as lead, providing guidance when required, during periods of absence of a Caltrans Maintenance Supervisor or the Contract Manager.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of the materials, methods, equipment, and tools used in highway maintenance activities, to include the operation of equipment. Must be able to analyze and interpret Federal, State and local requirements, their impact upon the maintenance function to include safety, and have the ability to effectively communicate and implement that information. Must have the ability to review records and reports, identify training opportunities for Maintenance personnel, and schedule on a timely basis. Must possess intermediate to advanced level knowledge and skill in the use of a computer, and various programs such as Word, Excel, Power Point and Access. Must be able to independently create and develop Power Point presentations utilized in training activities.

The incumbent must be self motivated and have the ability to work in a multi-disciplinary setting at all levels; have well developed oral and written communication skills; and have the ability to train employees at all levels. The incumbent should have knowledge of the supervisor's role in safety-health-labor relations to meet these program objectives; understand the provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices. Must have the ability to work safely around high-density traffic. Must have the ability to work effectively alone or with others. Must be able to analyze work situations effectively and make sound decisions. Must have the knowledge and understanding of Department Policies, Procedures, and Directives that pertain to Maintenance activities.

Knowledge of the Bargaining Unit 12, Memorandum of Understanding, and how it relates to Rank and File.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

An error may expose co-workers and/or the public to possible injury or loss of life; may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or repair of damage to State equipment and facilities. An error may expose the State to liability for damages to public property.

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### PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees of other agencies. Will have daily contact with other public agencies and private individuals in the course of their assignment. The incumbent may come in contact with a hostile person and is expected to maintain a favorable public image for the Department and the State.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to use established methods for training employees. The incumbent must be able to develop the training needs of the regions personnel. Must be able to develop and maintain database to track training, non-expendable equipment and safety-related information. Must be able to interact well with employees and individuals from many different cultural backgrounds.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into a technical nature 85% of the time on a year-around basis. The remainder of the activity is labor.

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. Long periods of time sitting and listening at training classes. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

Long periods of standing while performing training class etc.

Lifting (Floor to bench to Floor) – Items up to 25lbs may be lifted (5%) of the time

Carrying – Bagged/boxed material, which may weigh up to 25 pounds and be moved from storage areas to vehicles and from vehicles to off site locations. These items may be moved on uneven terrain. This may be done (5%) of the time.

Overhead reaching – Overhead work includes filing, material storage and removal. This may be (2%) of the time.

Other Reaching – May include filing, using computer keyboard, or telephone. This may occur (50%) of the time.

Pushing/Pulling – May include filing, opening and closing of doors or drawers. This may occur (50%) of the time.

Twisting - May include lifting, filing, using computer, or telephone. This may occur (50%) of the time.

Climbing/balancing – Climbing up and down banks, ladders, stairways, and in and out of equipment.

Bending/Crouching/Squatting – Will bend/crouch or squat while doing a safety operational review in the field. When picking up an item off the floor. This may occur (10%) of the time.

Simple Grasping – Writing, filling out paperwork, filing, opening or closing items and the use of a computer. These activities are necessary about (95%) of the time.

Fine Manipulation – Usually done while writing reports, manipulating the keyboard on a computer. Long periods of time may be spent preparing training materials for training classes etc. This occurs (95%) of a day

Importance of hearing and sight – These both are essential in order to work safely on the job because employee may be working next to fast moving traffic or large equipment when doing safety operational reviews.

It will be necessary for this employee to work nights from time to time and must have good night vision to be able to perform work safely.

Hearing should be adequate with or without hearing aid 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 (Caltrans Injury Illness Prevention program Safety Manual).

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### WORK ENVIRONMENT

While in the office setting, the incumbent works in a climate-controlled environment with artificial lighting. Work environment includes constant interaction with a diverse group of customers and co-workers. This position may require sitting for long periods of time at a keyboard.

While in an outdoor setting, the incumbent may/will be exposed to and work in loud noise; dust; chemicals; extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. The incumbent will be required to wear and use all personal safety equipment.

Normal work shift is 5/40, Monday through Friday. The scheduling of the 5/40 days is at the discretion of the Region Management. Employee may be scheduled to work weekends and/or night shift as needed to meet operational needs with proper advance notice.

Maybe required to work overtime due to emergencies, special work projects, or when the Department deems that it is in the best interest of the State to work overtime with proper advance notice.

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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