

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION 05 / Maintenance	
WORKING TITLE Maintenance Safety Officer	POSITION NUMBER 905-600-6282-010	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 Maintenance Manager I, the Maintenance Safety Officer performs a wide variety of complex duties pertaining to District-wide Maintenance safety issues. To help the Department with scheduling, incumbent may be asked to work alternate work shifts; such as, but not limited to: 9/80, 4/10, night or weekend work.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Cultivate Excellence - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence - Engagement, Equity, 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 - Engagement, Equity, 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 - Engagement, Equity, Innovation, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence - Engagement, Equity, 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 - Engagement, Equity, Innovation, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Act as a resource and enforce the Department's Injury Illness Prevention Program (IIPP) which includes; review traffic control procedures, conduct District maintenance facilities safety inspections, report deficiencies, secure mitigation, provide motivational and mandated safety training. Prepare safety reports required by the District, Headquarters and Cal/OSHA. Act as a Liaison of the Accident Prevention Committee, providing staff support to the Committee and Management. Maintain confidential and complete records for each incident.

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30%	E	Investigate accidents for their cause, effect and determine possible prevention. Report findings and make corrective recommendations to the Accident Prevention Committee and Management. Conduct Safety meeting presentations. Make recommendations to District Maintenance supervisors regarding appropriate vehicle accident classifications and appropriate corrective action. Investigate and develop responses to safety grievances. Administer Safety Incentive award programs and respond to any complaint or grievance from Maintenance employees.
20%	E	Act as a Return to Work Liaison; work with Management, Supervisors, Employees, Worker's Compensation Case Manager (ASC), State Compensation Insurance Fund (SCIF) adjuster, Rehabilitation consultants and doctors to effectively return injured employees to work.
10%	M	Procure goods and services required to perform role of the Safety Officer utilizing Division of Procurement and Contracts (DPAC), State Administrative Manual (SAM), and Department of General Services (DGS) guidelines. This position may provide guidance or act in a lead capacity to other staff as needed.

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 may provide guidance or act in a lead capacity to other staff as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Caltrans Operations and Equipment protocol; State and Federal safety laws; Caltrans Safety Policy and Procedures and Safety sections of Departmental manuals. Must be able to effectively communicate verbally and in writing. Must utilize effective investigative techniques and possess the ability to make effective presentations before small and large audiences. Must have the ability to analyze statistics, charts and graphs, and to solve problems concerning proper usage of equipment and materials and safe procedures are being used. Must have effective negotiating skills and the ability to work well with all levels of staff within and outside of the Department. Knowledge of budgeting and cost control, Departmental Return to Work Policy, Workers' Compensation law, counseling and rehabilitation procedures. Should be familiar with medical technology, radiological defense and national disaster response procedures. Knowledge of basic office software (i.e. Word, Excel, PowerPoint, Outlook)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for decisions relative to District-wide Maintenance safety issues and Recommendations to resolve safety-related problems. Errors in judgment could adversely affect the lives of District maintenance employees, the Return to Work Program, Caltrans' credibility with Workers' Compensation, conformance to Caltrans Safety Policy and expose the Department to undue liability.

PUBLIC AND INTERNAL CONTACTS

Has daily contact with all levels of Caltrans Staff and Management and maintains close coordination with Caltrans Headquarters Safety. As Return to Work Coordinator has frequent contact with SCIF adjusters, rehabilitation consultants, doctors, SCIF attorneys, injured employees, supervisors and management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for prolonged periods of time. May be required to work for prolonged periods on personal computer. Incumbent may be required to wear safety equipment, such as earplugs, hard hats, eye protection. Position requires: bending, stooping, crawling and/or kneeling. May have to walk on uneven surfaces, climb slopes and ladders. Must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally-charged issues or problems and acknowledge the various responses.

WORK ENVIRONMENT

Incumbent may/will be working with personal computer, adding machines and other office equipment. Will also be exposed to all types of Caltrans Maintenance road equipment. While at their base of operation, employee will work in a climate controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning the building temperature may fluctuate. When working in the field area incumbent can expect to be in all kinds of weather. Maybe subject to not only sunburn, poison oak, snake and insect bites, but loud noise, dust and chemicals.

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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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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

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