

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Maintenance Supervisor	OFFICE/BRANCH/SECTION District 12 / Maintenance	
WORKING TITLE District 12 / Maintenance	POSITION NUMBER 912-681-6301-918	REVISION DATE 11/25/2024

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 direction of a Caltrans Maintenance Area Superintendent, the Caltrans Maintenance Supervisor supervises and works with a crew engaged in various highway/landscape maintenance and graffiti tasks. Plans, organizes, conducts and evaluates safety-training needs. Develops work plans and crew schedules for an assigned area. 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 required to respond to emergency situations and calls. May be loaned to other cost centers.

This classification requires a valid class C drivers' license. A class A or B drivers' license with Tanker endorsement, a current medical certificate is desirable. Duties include, but are not limited to:

**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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Equity, Innovation, Integrity)
- **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, Strengthen Stewardship and Drive Efficiency - Equity, 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. (Safety First, Cultivate Excellence, Lead Climate Action - Equity, Innovation, Pride)
- **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, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Pride)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Strengthen Stewardship and Drive Efficiency - Equity, Innovation, Pride)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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40%	E	Supervises, directs and assigns work of crew engaged in the landscape/maintenance of the State Highways in the right of way bordering freeways and highways. Maintains discipline, evaluates performance of subordinates and takes or recommends appropriate action. Routinely reviews job sites, evaluates assigned areas, identifies problems and adjusts assignments appropriately.
35%	E	Supervises, directs and assigns work of crew engaged in the landscape/maintenance of the State Highways in the right of way bordering freeways and highways. Maintains discipline, evaluates performance of subordinates and takes or recommends appropriate action. Routinely reviews job sites, evaluates assigned areas, identifies problems and adjusts assignments appropriately.
10%	E	Accountable for ensuring all regulations and safety and health practices, policies and procedures are followed as contained in the Injury and Illness Prevention program. Reviews Safety Manual, Chapter 8, and Code of Safe Practices (C.O.S.P.) regularly with crew. Implements, maintains, and enforces Department safety rules, policies and procedures. Maintains current Cardio Pulmonary Resuscitation (CPR) and First Aid and Hazmat First Responder Operations (F.R.O.) certifications. Ensures crew is properly trained and qualified (first aid, equipment, etc.) and maintains a workplace free of discrimination.
10%	E	Responsible for maintaining monthly expenditures, time keeping, Integrated Maintenance Management System(IMMS), personnel records. Responsible for purchasing materials and supplies and record keeping. Makes reports on progress of work, labor, equipment and materials used. Holds tailgate safety and storm water Best Management Practices (BMP) meetings. Submits monthly reports Special Probationer Program (SPP) count, litter pick-up totals, weeds cut and dumped total. Physically inspects employees' driver's licenses monthly.
5%	E	Prepares monthly reports and other documents as necessary. Inspect and maintain records for equipment, tools and inventory.

<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**

Provides general supervision for Caltrans Highway Maintenance Leadworker/Caltrans Landscape Maintenance Leadworker, Caltrans Equipment Operator I and Caltrans Equipment Operator II and Caltrans Highway Maintenance Worker/Caltrans Landscape Maintenance Worker.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge: Incumbent must have the knowledge of materials, methods and equipment used in the Maintenance Department; operation and care of automotive equipment including light trucks, construction equipment and power tools; provisions of the California Vehicle Code rules and regulations pertaining to operation of vehicles and highway/landscape maintenance practices. Must have knowledge of the principles of effective supervision; responsibility for promoting equal opportunity throughout the workplace; maintain a work environment free of discrimination and harassment; and maintain an effective Injury & Illness Prevention Program. Must be able to direct the training and development of personnel in various types of operations; modify and change work methods to solve various problems encountered in daily operations and during emergency situations; determine equipment and personnel needed to complete a job. Knowledge of the basic occupational safety and health regulations in Title 8 Industrial Relations-Construction and General Safety Orders.

Knowledge of methods of landscape maintenance used in highway planting and irrigation.

Ability: Plan and give directions at a level required for successful job performance; organize, conduct, and evaluate safety training programs; analyze grade and slope status; install and evaluate retaining walls; interpret blueprints; detect unsafe working conditions; follow oral, and/or written instructions; communicate clearly over a two-way radio system and keep simple records. Must have administration abilities and be able to maintain monthly expenditures of equipment usage, material usage, personnel hours and record keeping.

Analytical: Analyze situations accurately and adopt an effective course of action. The ability to establish and maintain order, while treating subordinates, co-workers and court referrals in a respectful, professional manner. Analytical ability is required to plan, budget determine equipment needs and schedule the work of others. As a job is in progress, incumbent must continually assess weather conditions, traffic, equipment breakdowns, etc., and adjust planned work accordingly, including emergencies when quick thinking is essential. Prepare correspondence, clear and comprehensive reports, and communicate effectively.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

While the incumbent is under the general direction of a Caltrans Area Superintendent, the responsibility for decisions is at this level and poor judgment could result in serious injury or death to the employee, crew members, other Caltrans employees, court referrals, and the traveling public resulting in tort liability or employee grievances for the department. Errors in judgment could also result in civil and/or criminal liability for the supervisor. Need to exercise judgment in determining job needs including (but not limited to) safety and in meeting emergency field situations.

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**PUBLIC AND INTERNAL CONTACTS**

The incumbent will have continual contact with other crew members and may have contact with the Court Referrals. Considerable contact with other Caltrans employees, Courts, Volunteer Centers, the California Highway Patrol and other law enforcement personnel. Some contact with the general public. Some contact with other governmental agencies, vendors and others.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

**Physical:** The incumbent will be required to do heavy manual labor including moving/placing heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground; working in confined spaces; and standing or sitting for prolong periods. May be required to sit in/on and drive or operate maintenance and landscape vehicles. The incumbent will be required to wear earplugs for loud noises; wear respirators; and have appropriate safety gear at all times. The incumbent will be required to clean up in the event of vehicle accidents, hazardous spills or general trash and debris. The incumbent must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others. This position is a drug sensitive class. The incumbent will be required to pass a pre-employment drug test and be subject to reasonable suspicion testing during appointment. If incumbent possesses a commercial driver's license, employee will be required to take random drug tests through appointment.

**Mental & Emotional:** Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert, and aware at all times. Reason logically, draw valid conclusions, make appropriate recommendations, and adopt an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity, reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by their unit and provide high quality service to both internal and external customers.

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**WORK ENVIRONMENT**

The employee will be based at a Maintenance Station in a climate-controlled environment under artificial lights, but some of the duties and time will be spent outdoors. Weather conditions vary from a cold windy and wet winter climate to a very hot and dry summer climate. May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep, uneven, and/or unstable terrain, fast moving traffic, and/or extreme temperatures. May be required to sit or stand for long periods of time. May be exposed/put in stressful situations. Will be required to wear long pants and appropriate footwear in good condition, and must wear provided personal protective safety equipment including but not limited to: shirts or vests, hard hats, safety glasses, gloves, face shields, respirators, ear plugs, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively throughout the assigned area and may be required to travel and work in other areas in the District.

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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.

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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

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