

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Maintenance Supervisor	OFFICE/BRANCH/SECTION 03/709 Sutter/Sierra Region	
WORKING TITLE CMS - Sign Crew	POSITION NUMBER 903-709-6301	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:**

Working under the direction of a Caltrans Maintenance Area Superintendent, the incumbent is responsible for the supervision and operation of all maintenance activities by the assigned crews. These crews may be assigned to travel throughout the Region.

**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 - Innovation)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - 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. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Lead Climate Action - Engagement)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Lead Climate Action - Engagement)
- **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. (Cultivate Excellence - Engagement)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Strengthen Stewardship and Drive Efficiency - Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
45% E	Supervises and directs the District Sign Crew, which includes, scheduling of various sign installations and/or maintenance of signs throughout the District on a daily, weekly, monthly and yearly basis. Maintain an adequate on hand sign inventory and is responsible for all USA notifications before digging. Performs all day and night sign inspections and supervises special projects as directed by Sutter/Sierra Region Maintenance.

**ADA Notice**

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**POSITION DUTY STATEMENT**

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30%	E	Prepares and maintains records including, but not limited to, supervisor's detail sign inventory as well as sign shop and warehouse operations. Perform daily input of time using IMMS program. Prepares reports including, but not limited to, project costs, accident reports and employee evaluations. In a timely manner, submit daily, weekly, and yearly records and reports. Such records and reports include, but are not limited to, timekeeping, projects, traffic control, traffic delays, major incidents, highway damage, highway spills, major incidents, hazardous waste, hazardous materials, personnel evaluations, materials, purchases, equipment inspections and any other report or record as requested.
15%	E	Conduct safety meetings and other training. Ensure staff is properly trained and qualified to perform assignments. Monitor crews' work habits and conditions to provide for the safety of the crew and public.
5%	E	Incumbent is responsible for all vehicles assigned or obtained on a borrow and loan basis used by his unit. Is responsible for assuring proper use, maintenance, and record keeping for all equipment assigned. Perform semi-yearly month safety inspections on equipment and inspect facilities and equipment in order to ensure State facilities and equipment are used and maintained properly.
5%	M	Attend meetings, prepare reports and/or recommendations for supervisory review. May cover for supervisor during temporary absences..

<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 is a supervisory position. Incumbent will directly supervise the assigned unit. Incumbent will be required to establish and maintain control over the entire operation of the assigned unit, and to clearly be the person in charge. Incumbent will use proper disciplinary procedures when needed, but will also work with and develop subordinates into a productive team of motivated employees.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have a thorough knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; operation of a maintenance area and the maintenance of equipment and tools used in highway maintenance and snow removal; the operating characteristics of the Maintenance Management System, Maintenance Manual Volumes I and II, Safety Manual, Code of Safe Practices, and Guide to Employee Conduct and Discipline, and all other manuals or guides pertaining to highway maintenance work and workers. Incumbent must have a working knowledge of the IMMS Computer Program. Incumbent must also have knowledge of 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.

Incumbent must have possession of a current, valid Class C California Driver's License.

Must have the ability to supervise and direct the work of subordinate members of the assigned unit, and to work safely around high-density traffic.

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

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors may endanger co-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 and facilities. Failure to make timely and proper decisions could endanger human lives and property, and result in lawsuits.

**PUBLIC AND INTERNAL CONTACTS**

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public, and employee is expected to maintain a favorable public image for the State. At times may deal with the media.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Some of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

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.

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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.

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### WORK ENVIRONMENT

Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and snow. May perform work in a climate-controlled office under artificial lighting

The scheduling for this crew is 4/10's year around.

Will be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

Personal safety requirements include:

- A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
- B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department.

Some crews are designated travel crews and work out of town on a per diem basis up to 80% of the year.

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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

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