

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Maintenance Supervisor	OFFICE/BRANCH/SECTION D4 North Bay Maintenance	
WORKING TITLE Supervisor	POSITION NUMBER 904-610-6301-XXX	REVISION DATE 11/01/2024

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 or designee, the Caltrans Maintenance Supervisor plans, supervises, and works with a crew engaged in the maintenance of highways, highway structures, and highway landscape on State highways; maintains existing highway inventory which includes drainage and pump/plant maintenance, delineation, PCC pavements, asphalt pavements; emergency response; accident clean up; and traffic control in a safe manner. Must possess a valid driver's license.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - 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 - 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. (Cultivate Excellence - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - 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. (Enhance and Connect the Multimodal Transportation Network - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Engagement)
- **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 - Engagement)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Plan, supervise and keep records of the work the crew is engaged in. Make sure crew is trained in department illness and injury policies and procedures and all said procedures are followed.
25% E	Work with crew engaged in highway maintenance work. This may include, but not limited to, paving, shoulder grading, mowing, vegetation control, landscape and irrigation system maintenance, chemical application, litter removal, homeless encampment removal, drainage maintenance and repair, sign and guide marker repair, storm related work, fence, guardrail and bridge repairs.

ADA Notice

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15%	E	Use computer to input employee time, recover monies from property and facility damages due to traffic accidents, use email to communicate with Maintenance Managers, Superintendents and other Supervisors, make entries to the emergency response logs.
10%	E	Respond to emergencies on the highways for traffic control, spilled material clean up and emergency work during storm conditions.
5%	M	Maintain balance of stock materials on hand and purchase of some materials necessary for maintenance of State highway system.

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

Function as supervisor for highway maintenance or landscape maintenance crew, or a combination of crews needed to complete specific jobs. Work with the crew when possible.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of operation and care of automotive equipment including light trucks; minor construction; repair and maintenance work; basic safe work area practices to protect their own safety and health and that of others; regulations and safety practices; highway, structure, and landscape maintenance procedures; safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program and knowledge of basic safe work practices, procedures, tools and equipment used in construction and maintenance of highways, structures, and landscape; methods, materials, and equipment used in planting and maintaining shrubs, various types of ground cover, and trees; mixing and applying of various pesticides; methods and materials used in removing and replacing asphalt, PCC, and to apply seal coats to the highway; methods and materials used in cleaning drainage systems and to follow storm water management policies.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

A poor decision could result in serious injury to you, another Caltrans employee or a member of the traveling public. Poor judgment could also result in damage to equipment or highway facilities.

PUBLIC AND INTERNAL CONTACTS

The supervisor will maintain regular, personal contact with their crew, leadworker, Area Superintendent, and Maintenance Manager. Supervisor must be able to exercise sound public relation techniques and use prudent judgment when representing the Department with the public and District personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Supervisor may be required to lift heavy objects, operate power hand tools and small equipment, and work extended shifts. Supervisor will be expected to respond to emergencies at night and on weekends in a timely manner.

WORK ENVIRONMENT

Supervisor can be expected to work outdoors most of the time in all types of weather, day or night. Supervisor is subject to sunburn, poison oak, snake and insect bites, loud noise, dust and chemicals. In addition, the job is in close proximity of vehicular traffic.

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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