

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Supervisor	OFFICE/BRANCH/SECTION 819/4307-COMplete STREETS CREW	
WORKING TITLE CT Maintenance Complete Streets Supervisor	POSITION NUMBER 908-810-6301-XXX	REVISION DATE

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

**GENERAL STATEMENT:**

Under general direction of a Caltrans Maintenance Area Superintendent, the Caltrans Maintenance Complete Streets Supervisor coordinates and assigns work of employees engaged in the maintenance of Complete Streets facilities (Sidewalks, Crosswalks, and bike ways) of the State highways. In addition to, assigning and overseeing the work of the Complete Streets crew, the incumbent reviews and approves work orders, performs site inventory verification and condition assessment of Complete Streets facilities. The incumbent enforces safety, health policies, and procedures as contained in the Department's Injury and Illness Prevention Program (IIPP). 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. The incumbent may be required to operate equipment requiring the class A Commercial Driver's License with a tank endorsement, train others to operate equipment requiring a class A Commercial Driver's License, and supervise employees required to operate equipment requiring a class A Commercial Driver's License. May travel to remove locations and stay overnight to meet department needs.

**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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40%	E	Supervises, directs, trains, and assigns work to the Complete Streets crew engaged in the maintenance of Complete Streets facilities in the State Highways and in the right of way bordering freeways and highways. Assigns reoccurring routine maintenance of Complete Streets facilities. Ensures the safety of the crew and traveling public and oversees proper operation and repair of equipment. Routinely reviews job sites, work orders, evaluates assigned areas, identifies problems and adjust assignments appropriately. Plans and assigns work, gives instructions and ensures work is performed properly and safety. Maintains discipline, evaluates subordinate's performance and takes or recommends appropriate disciplinary action. Routinely reviews his/her assigned area, identifies problems/solutions, makes work assignments accordingly and determined effectiveness of crew's efforts. Effectively provides tools, supplies, and training for crew efficiently complete work tasks. Analyzes situations accurately and adopts an effective course of action. Responds to incidents involving decisive and physical actions.
30%	E	The incumbent collects Complete Streets Inventory verification and condition assessment through the Complete Streets application to develop Field Maintenance work orders and work priorities. The incumbent continually communicates with HQ Maintenance on Complete Streets maintenance work progress, reporting, IMMS charges, and may attend schedule progress meetings. Must be proficient in Microsoft products including word, excel, etc.
20%	E	Provides instruction to ensure staff follows all regulations and safety and health practices, policies and procedures as contained in the Injury and Illness Prevention Program. Reviews Safety Manual, Chapter 8 and Code of Safe Practices. Implements, maintains and enforces Department's safety rules, policies and procedures. Maintains current CPR ( Cardiopulmonary Resuscitation) and First Aid and Hazmat First Responder Operation certifications. Ensures crew is properly trained and qualified (first aid, equipment, etc.) and maintains a workplace free of discrimination. Acts as a trainer for Region/ District training needs.
10%	M	Responsible for accurately maintaining monthly expenditures, time keeping, IMMS ( Integrated Maintenance Management System), personnel records, purchasing of material and supplies. Accurately reports on progress of work, labor, equipment and materials used for Complete Streets facilities. Produces progress reports. attends Complete Streets monthly meetings. Holds tailgate safety and storm water BMP ( Best Management Practices) meetings. Submits monthly reports (court ordered count, litter pick-up totals, weeds cut and dumped total, etc.) Physically inspects employee driver's licenses monthly.

<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  
Direct supervision over the Complete Streets Special crew.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS  
The 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 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; maintain an effective Injury and 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. Must possess knowledge of basic occupation safety and health regulations in Title 8 Industrial Relations- Construction and General Safety Orders. 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 blue prints; detect unsafe working conditions; follow oral, and written instruction; communicate clearly over a two-way radio system and keep accurate records. Must have administration abilities and be able to maintain monthly expenditures of equipment usage, material usage, personnel hours and record keeping. The incumbent must have the ability to establish and maintain order, while treating subordinates, coworkers and court referrals in a respectful professional manner. The incumbent must maintain a moral standard that reflects favorably upon the Department; act forthright in all communications with subordinates, peers, supervisors, and other contacts; be in good steward of all resources placed with his or her sphere of influence. Prepare correspondence, clear and comprehensive reports and communicate effectively. Analytical: Analyze situations accurately and adopt an effective course of action. 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

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breakdowns, etc. and adjust planned work accordingly; including emergencies when quick thinking is essential. Proficient in Microsoft programs, Integrated Maintenance Management System (IMMS). Must be familiar and assist in work relating to the maintenance of highways pertaining to Complete Streets Facilities (Sidewalks, crosswalks, and bike ways).

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

While the incumbent is under the general direction of a Caltrans Maintenance 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; and result in tort liability or employee grievances for the Department. Errors in judgment could also result in civil and/or criminal liability for the supervisor. The incumbent needs to exercise judgment in determining job needs including (but not limited to) safety and in meeting emergency field situations.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent must maintain good relations with the public, Caltrans employees and employees/ representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. Contact may be with hostile public; the incumbent is expected to maintain a favorable public image for the Department and the State.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Incumbent must be able to use established methods to analyze existing work standards and develop new standards as needed; analyze the use of employees, equipment and materials for Complete Streets maintenance operations; review costs and formulate unit cost information; and analyze field data and properly prepare reports for use by upper management and HQ Maintenance. Much of this position is mentally intensive. Supervisor must be able to interact well with employees and individuals from many different cultural backgrounds. Incumbent must also have physical ability to react quickly to errant motorist in the field.

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.

The remainder of the activity is labor intensive and includes but is not limited to the following:

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift.

The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to boxed files, copier paper, computers, chairs, or office equipment to 100lbs. Another type of lifting is light pickup – loading garbage bags with litter or dead animals which may require the Supervisor to retrieve debris. 5 % of the time. Incumbent should ask for assistance when moving items over 50 pounds.

Transport/Carry – Bagged/boxed material, which may weigh 50 to 100 lbs., must be transported/carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are transported and/or carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools include but not limited to picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be carried on uneven terrain. 5 % of the time. Overhead reaching – Filing and storing material in equipment. 5 %.

Overhead work includes but not limited pulling yourself up into many types of equipment, pruning, holding signs, signaling other workers, and throwing/loading material in equipment, 5%. Other Reaching – Includes but not limited setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs picking up cones; often done on a continuous basis, over 10% of the work shift.

Pushing/Pulling – Includes but not limited to pulling brush and limbs, animal carcasses, pulling chairs, shoveling, opening doors, hooking up trailers; installing plows, sanders, kettles, pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing tires and chains; pulling down on post drivers. Pulling brush and limbs, animal carcasses, and pulling chains. 5%.

Twisting – The incumbent may twist while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a truck. Other twisting is done while shoveling, raking, and setting down and picking up traffic cones which weigh 10 lbs. May twist 5 % of the time in field or office. Climbing/Balancing – Occurs 10 % of the time in the field. Climbing is done in/out and off/on of equipment, up and down banks and slopes.

Bending/Crouching/Squatting/Crawling – The incumbent often bends continuously throughout the day while in office or the field. This activity is required 90 % of the shift. Simple Grasping – This activity is necessary about 90% of the shift; climbing in/out and around equipment, operating office materials. Fine Manipulation – This occurs 90% of a day and usually while writing reports or manipulating computer equipment. Importance of hearing and sight – both are essential on the job because the employee must hear directions and equipment, and must see in order to perform his/her duty safely. Hearing should be adequate with or without

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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. As per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual.

**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, draws valid conclusions, makes appropriate recommendations, and adopts an effective course of action. May need to determine amounts of materials and length of time to accomplish a job.

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. During the winter months the workweek is normally 5/8-hour days. The scheduling of the 5/8 days is at the discretion of the Region Management. Incumbent may be scheduled to work the night shift as needed to meet operational needs. May be requested to work scheduled and/or emergency overtime due to storms, callback, special work projects, or to meet operational needs. Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

- A. Appropriate footwear, in good and sturdy condition, must be worn.
- 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 hats, safety glasses, hearing protection devices, face shields, gloves, respirators, chaps, or other safety gear must be worn when required by the Department, including hazmat conditions and/or incidents when required

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
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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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