

| | | |
|---|--|---------------|
| CLASSIFICATION TITLE CT Bridge Maintenance Sup | OFFICE/BRANCH/SECTION DISTRICT 4 - SOUTHWEST REGION | |
| WORKING TITLE CT Bridge Maintenance Sup | POSITION NUMBER 904-730-6310-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 an Area Superintendent a Bridge Supervisor coordinates and assigns work of employees engaged in the bridge maintenance on State highways. Enforces safety and health policies and procedures as contained in the Departments Injury and Illness Prevention Program (IIPP); knowledge of environmental, storm water, emergencies, natural disasters, accident prevention techniques, principles of effective supervision and safe work practices. Assist in work relating to the maintenance of bridge structures. Possession of a valid Class B or Class A commercial driver license with endorsements P (Passenger/Bus), H (Hazardous Material) and N (Tank Vehicle).Required to respond to emergency call- outs before and after normal working hours, including holidays and weekends.

CORE COMPETENCIES:

As a CT Bridge Maintenance Sup, 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, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Innovation, Integrity)
- **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. (Safety, Employee Excellence - Equity, Innovation, Integrity)
- **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, Employee Excellence - Equity, Innovation, Integrity, Stewardship)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Safety, Employee Excellence - Collaboration, Equity, Integrity, 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, Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **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. (Safety, Employee Excellence - Innovation, Integrity, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Employee Excellence - Equity, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

| Percentage | Job Description |
|---|-----------------|
| Essential (E)/Marginal (M) ¹ | |

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

| | | |
|-----|---|--|
| 50% | E | Required to make numerous daily decisions involving amounts of material, types of equipment, work hours needed, personnel required, traffic control required to meet the Levels of Service of their assigned area of responsibility. Required to modify and change work methods to solve various problems due to emergency conditions caused by highway traffic or inclement weather conditions. Completes complex written records, such as crew daily work records, accident reports, and lube records, mileage reports and bridge programs. Inspect and review bridge reports for scheduled bridge repair. Maintain accountability for monthly budget estimates and reports. Computer skills to maintain the IMMS program and other relevant programs to do the job of a CBMS. |
| 30% | E | Develops an annual maintenance plan and manpower needs assessment for an assigned area to provide the Area Superintendent with information for budget development. Inspect the area to determine maintenance deficiencies and priority needs to be done and recommends types of work and quantities of materials, inspect facilities to determine repairs and enhancements, recommend maintenance projects needs and priority. Implement a training plan for all employees on equipment, personal needs and mandated training to help the employees to safely and efficiently perform their duties. |
| 15% | E | Training and development of personnel. Plan, organize and conduct safety/training programs. Prepare performance appraisals. Semi annual equipment safety inspection, safety tailgate meetings and safety operation reviews. |
| 10% | M | Coordinate with other Supervisors to share manpower and equipment. Review the work area for safety and departmental procedures. |

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

The Bridge Caltrans Maintenance Supervisor is responsible for the direct supervision of a crew consisting of leadworkers, equipment operators and maintenance workers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of materials, methods, equipment, and tools used in bridge maintenance and construction. Knowledge of the provisions of the current California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices, including but not limited to Maintenance Manual Vol I and II, IIPP, Code of Safe Operating Practices (COSP), Knowledge and understanding of BU 12 MOU, Bridge logs, Standard Specifications and Plans etc. Must have administrative abilities and be able to direct training and development for personnel in the varied types of operations involved in this assignment. Knowledge to prepare and maintain records; payroll, materials, equipment, budget estimates and expenses. Knowledge in maintaining construction, maintenance and emergency, equipment. Knowledge to plan, organize, and direct the work of others. Detect unsafe conditions and practices; and plan, organize, conduct, and evaluate safety-training programs. Knowledge to exercise sound public relations techniques. Analyze situations accurately and adopt an effective course of action, communicate effectively, prepare correspondence, clear and comprehensive reports. Knowledge in administrative abilities and computer skills. Ability to work safe and work effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Caltrans Maintenance Supervisor is responsible to carry out all safety requirements of the department. Poor or inadequate decisions can be costly to the Department in terms of the usage of resources or in the need for additional maintenance resulting from work products of poor quality.

PUBLIC AND INTERNAL CONTACTS

Incumbent will coordinate equipment and personnel exchange, but will also contact local government officials and law enforcement agencies that provide services.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Some of the physical, mental and emotional requirements of this position may occasionally be labor intensive. Incumbent must have physical ability to react quickly to errant motorist. Must be able to work long hours under sometime severe conditions. 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. Sight needs to be corrected to the State of California Department of Motor Vehicles standards for sale vehicle driving. Night vision must be good for safety when working after dark. Will be expected to recognize and react to emotionally charged issues or problems and acknowledge the various responses while remaining calm and objective

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

WORK ENVIRONMENT

The Caltrans Bridge Maintenance Supervisor will be required to wear safety equipment such as earplugs, hard hats, move heavy objects, stand or sit for prolonged periods. May also be required to bend, stoop, or kneel. May be required to assist in the clean up in the event of an accident involving drivers and or hazardous spills. Must have ability to develop and maintain cooperative-working relationships and respond appropriately to difficult situations.

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 |
|------------------------|------|