

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Supervisor	OFFICE/BRANCH/SECTION D56 Maintenance/Field Technical Support	
WORKING TITLE Culvert Inspector	POSITION NUMBER 913-690-6301-918	REVISION DATE 07/23/2025

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

GENERAL STATEMENT:

Under the general direction of the Senior Transportation Engineer for the Office of Maintenance Engineering and the functional direction of a Transportation Engineer, the incumbent is responsible for performing culvert inspection activities throughout the District maintenance area. Job assignments may be subject to rotation, changes in work shift, work hours and workdays and may require fieldwork and travel on short notice. Travel is required; incumbent must possess a valid Class C Drivers 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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety - Collaboration)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Collaboration)
- 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 - Collaboration)
- 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 - Collaboration, Integrity)
- 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, Employee Excellence - Collaboration)
- Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Employee Excellence - Innovation)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety - Collaboration, Innovation)
- 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. (Employee Excellence - Collaboration)
- 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. (Employee Excellence - Collaboration)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
25% E	The incumbent is responsible for maintaining and developing the District 3 culvert database. Performs post processing and quality control of culvert inventory data collected in the field. Uploads processed culvert inventory data into the culvert database. Acts to improve the database through training and working with district and HQ staff. The incumbent will continually communicate related information utilizing culvert inventory data with District 3 management and other personnel in Design, Hydraulics, field Maintenance, Construction and HQ staff.

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25%	E	The incumbent conducts culvert inspections on the field throughout the District and may require utilizing the remote camera. Incumbent documents and prepares culvert reports, organizes and assures integrity of the photos and files collected in the field pertinent to drainage systems. Identifies the condition of the culverts on the State highway system with regard to any failure of the roadbed itself that might damage adjacent property, property downstream or endanger life. Inspections require a thorough knowledge of materials, methods, equipment, and tools used in highway maintenance and construction and the ability to identify culvert maintenance strategies and types of culvert defects that lead to structural failure.
25%	E	Operation of GPS equipment to identify the location of all drainage inlets and drainage systems in District 3. The GPS system shall be maintained on a database and transmitted to HQ's Staff on a periodic basis.
10%	E	The incumbent shall maintain the culvert vehicle making sure that the vehicle receives all scheduled services and that the vehicle is in good operating condition prior to field work. Responsible to assure all equipment assigned is properly used and maintained and records kept up to date. Performs basic, minimal handwork related to culvert inspection, including the use of small chain saws, hedgers, loppers, picks, grate pullers and other related equipment to gain access to culvert openings.
5%	E	Conducts field inspections of existing drainage/culvert structures during storms and keep records of storm damage to roads and drainage/culvert structures. The incumbent shall coordinate efforts in conjunction with the District Maintenance Engineer to review sites with appropriate personnel to develop action plans.
5%	E	The incumbent will ensure that all field persons comply to the Caltrans Maintenance Manual, Code of Safe Operating Practices, Culvert Inspection Code of Safe Operation Practices and worker protection guidelines while on duty.
5%	M	Administer departmental policy and procedures. Answer employee and public questions regarding maintenance policy and procedure with tact and courtesy. Ensure departmental policy and procedure is adhered to.

<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 non-supervisory position. May give guidance as necessary.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of methods, materials and equipment used in the inspection or drainage facilities. Knowledge of the operation and care of automotive and highway maintenance equipment. An ability to use and learn GPS units and computer software including Access and Excel. Ability to prepare correspondence and written reports, and to communicate effectively orally and in writing.

Ability to organize and prioritize work including analyzing situations accurately and developing effective courses of action. Ability to assist in investigations; reach sound conclusions; prepare and issue papers and reports for making improvements or changes to existing procedures and standards when necessary. The incumbent must be able to expand on the practical application of written policies, procedures and standards.

Ability to read and write English at a level required for successful job performance. Ability to use a computer and software. Must be able to interpret departmental policy and make clear oral and written presentations.

The incumbent shall make valid decisions for the various culvert related duties. The incumbent must be able to gather, assimilate and analyze all pertinent data relating to the subject. Must be able to evaluate maintenance operations and evaluate procedures utilizing current and state of the art culvert inspection equipment. Develop new procedures for field crews to implement.

Incumbent must be able to analyze situations for correct decisions and/or recommendations on very short notice. Must be capable of understanding basic engineering solutions in drainage design and determining alternatives that provide the most viable solution while considering maintenance, engineering, political and economic issues.

Must have the ability to work effectively with others. The ability to work around high-density traffic.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors may endanger co-workers and/or public. Errors may also cause waste of resources 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.

Responsible for independent action in carrying out assigned duties relating to policy development of maintenance functions.

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The consequences of not considering all factors could be inconsistent and/or inappropriate policy setting, inappropriate application of maintenance methods and non-compliance with permits and plans.

Failure to understand and incorporate standards, requirements and policies into the work product may result in harm to the environment, excess costs to the Department and damage to the District's relationship with other agencies. The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Error in judgment could jeopardize meeting project deadlines and loss of program dollars to the District. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

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### PUBLIC AND INTERNAL CONTACTS

Incumbent will be required to effectively work with others in their section and coordinate with others sections within the District or Programs and may be involved with technical staff members of outside agencies and local interest groups.

Incumbent is required to maintain good relations with members of the public and employees from the same and other Divisions within Caltrans, as well as other agencies. Contacts with other public agencies and private individuals may be daily and the incumbent is expected to maintain a favorable image for the Department.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must have the ability to refrain from insubordination, follow supervisor's instructions, "get along" with supervisors and co-workers, avoid violent behavior, understand and follow Caltrans policies, and avoid disruptive or harassing behavior.

While at their base of operation, incumbent may be required to sit for long periods using a keyboard and video display terminal. Other physical activities will include standing, walking, bending at the neck and waist, stooping, squatting, climbing, kneeling, twisting at the neck and waist. Operating a motor vehicle for long periods is also part of this function. The ability to lift 60 pounds or move large or cumbersome objects from one location to another may be necessary. Other activities may be reaching above or at shoulder height, pushing or pulling, simple grasp or fine manipulation.

Some of the duties of this position are labor intensive. Incumbent must have physical ability to react quickly to errant motorists and do strenuous hand and mechanical labor.

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### WORK ENVIRONMENT

While at their base operation, incumbent will work in a climate-controlled office under artificial lighting and be required to sit or stand for prolonged periods. Field work is required where exposure to high-speed traffic will occur. Incumbent must follow all policies, procedures and safe working practices. Incumbent will also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat and cold. 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 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, gloves, and other safety gear must be worn when required by the Department.

The incumbent must be able to respond to reported culvert failures that may occur on short notice. These incidents may occur anytime, during day or night and on weekends or holidays and in any type of weather. The incumbent will be expected to be available for extended periods out of town on a per diem basis.

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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.

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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