

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE <b>CT Maintenance Supervisor</b>	OFFICE/BRANCH/SECTION <b>DISTRICT 7 - MAINTENANCE - SOUTH REGION</b>	
WORKING TITLE <b>CALTRANS MAINTENANCE SUPERVISOR</b>	POSITION NUMBER <b>907-675-6301-918</b>	REVISION DATE <b>02/19/2025</b>

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 a Caltrans Maintenance Area Superintendent, incumbent supervises and works with a crew engaged in various highway/landscape maintenance tasks enforces safety and health policies and procedures as contained in the Department's 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. 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.

Possession of a valid, unrestricted California Class C driver's license is required.

Possession of a valid, unrestricted Class A or B driver's license with tanker endorsement, current medical certificate and valid Qualified Applicators Certificate (QAC) is desirable.

Duties include, but are not limited to:

**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 - People First)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Stewardship)
- **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. (Employee Excellence - People First)
- **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. (Equity - Collaboration)
- **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. (Prosperity - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - People First)
- **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. (Employee Excellence - People First)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety - Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity - Pride)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

50%	E	Supervises, directs and assigns work of a crew engaged in the maintenance of State Highways and in the right of way bordering freeways and highways. Assures the safety of the crew and traveling public and oversees proper operation and repair of equipment. Routinely reviews job sites, evaluates assigned areas, identifies problems, and adjusts assignments appropriately. Plans and assigns work, gives instructions, and ensures work is performed properly and safely. Routinely reviews assigned area, identifies problems/solutions, makes work assignments accordingly and determines effectiveness of crew's efforts. Effectively provides tools, supplies, and training for crew to efficiently complete work tasks. Analyzes situations accurately and adopts an effective course of action. Responds to incidents involving decisive and physical actions. Above stated activities involve essential integral physical activity, as outlined in this document.
35%	E	Accountable for ensuring 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 Certification in all of the Departments required mandatory training such as but not limited to: Workplace Violence, Sexual Harassment, Title VI, Ethics, Diversity, Reasonable Suspicion, Defensive Driving, First Aid and Hazmat First Responder Operations certifications. Ensures crew is properly trained and qualified (Workplace Violence, Sexual Harassment, First Responder, Maintenance Employee Safety Orientation, first aid, equipment, etc.) and maintains a workplace free of discrimination. Maintains discipline, evaluates subordinate's performance, and takes or recommends appropriate disciplinary action.
15%	E	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. Holds tailgate safety and storm water meetings. Submits monthly reports (special program people 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**

Provides supervision over a maintenance crew consisting of 5-10 employees. In the absence of the Area Superintendent, may be placed as acting in charge of area crews. May be required to direct the activities of large groups of Special Programs groups, including but not limited to Community Service Court Referrals (MPROS), California Conservation Corps (CCC).

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: Materials, methods, equipment, and tools used in highway maintenance and construction; 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), Standard Specifications and Plans etc. 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 operation; 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 to: 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 instructions; communicate clearly over a two-way radio system and keep accurate records. Analyze situations accurately and adopt an effective course of action, communicate effectively, prepare correspondence, clear and comprehensive reports. 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 Requirements: 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 breakdowns, etc. and adjust planned work accordingly; including emergencies when quick thinking is essential. Must have 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.

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

While the incumbent is under the general direction of a Caltrans 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, resulting in tort liability or employee grievances for the Department. Errors in judgment could also result in civil and/or criminal liability for the supervisor. Need to exercise judgment in determining job needs including (but not limited to) safety and in meeting emergency field situations. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

**PUBLIC AND INTERNAL CONTACTS**

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. Some contact with other governmental agencies, vendors, and others. In all contacts even temperance and effective communication must be maintained. 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 have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor. 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. Generally, activities can be broken down into operating equipment and light vehicles 25% of the time on a year-around basis. The remainder of the activity is labor.

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: Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting and driving 50%. Chemical spraying: Standing and walking 95% of the day Irrigation repair: Standing, bending, kneeling, twisting, operating truck 80% to 90% of day Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle 95% of day Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to: tire chains for vehicles which may weigh as much as 75 lbs. per chain. In the winter months these could be handled on an every day basis; a post driver which weighs approximately 60 lbs.; assist with the loading and unloading of a tire in a rim which can weigh over 75 lbs. Another example of lifting is shoveling dirt or vegetation removal. Each shovel full lifted weighs approximately 15 lbs., and 1,000 to 1,500 lbs. of dirt or cut vegetation per day, would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses. Employee must be able to work alone and with others. Incumbent should ask for assistance when moving items over 50 pounds. Transport and/or carry – Bagged/boxed material, which may weigh 50 to 100 lbs., must be transported and/or carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, guideposts, power tools, etc. and may be carried on uneven terrain. Overhead reaching – Overhead work includes but not limited to pulling yourself up into many types of equipment from, pruning, holding up signs, servicing equipment, signaling other workers, and throwing/loading material in equipment. Other Reaching – Includes but not limited to setting cones, lubing and checking equipment, raking, shoveling, driving, shifting, holding signs picking up cones; often done on a continuous basis, over 60% of the work shift. Pushing/Pulling – Includes but not limited to 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, pulling chains, etc. 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 pilot car. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones and applying chemicals. Climbing/Balancing – Is done in and out of equipment, up and down banks/slopes, ladders, stairways, (often with a load of material or supplies); onto steps and walkways to do engine checks on equipment. One example would be to climb on a heavy equipment trailer to secure the load with chain binders. Bending/Crouching/Squatting/Crawling – Incumbent often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. Incumbent also crawls around and underneath equipment while checking and servicing equipment and tightening or replacing equipment parts. Simple Grasping – This activity is necessary about 95% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials. Fine Manipulation – This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment. A higher percentage of the time would be power saws or similar equipment. Importance of hearing/sight – are essential on the job because the operator must hear directions and equipment, and must see in order to perform their duty safely. Hearing should be adequate, with or without hearing aid, to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of imminent 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

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

recommendations, and adopts an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by their unit and provide high quality service to both internal and external customers.

**WORK ENVIRONMENT**

This position is based at a Maintenance Station in a climate-controlled environment under artificial lights, many duties will be spent outdoors. Weather conditions vary from a cold windy and wet winter climate to a very hot and dry summer climate. May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep, uneven, and/or unstable terrain, fast moving traffic, and/or extreme temperatures. May be required to sit or stand for long periods of time. May be exposed to or put in stressful situations.

Will be required to wear long pants and appropriate footwear in good condition, and must wear the provided personal protective safety equipment including but not limited to: shirts or vests, hard hats, safety glasses, gloves, face shields, respirators, ear plugs, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively throughout the assigned area and may be required to travel and work in other areas in the District.

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.

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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