

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Structural Steel Painter Sup	OFFICE/BRANCH/SECTION D11/ Maintenance/ West Region	
WORKING TITLE Structural Steel Paint Supervisor	POSITION NUMBER 911-700-6511	REVISION DATE

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

**GENERAL STATEMENT:**

Under the supervision of a Caltrans Area Superintendent, the Structural Steel Painter Supervisor works with a crew of painters in preparing, cleaning and painting bridge surfaces through out southern California. A Class A unrestricted driver's license with Hazmat (H) and Tank Vehicle (N) endorsements is required while performing these duties. The incumbent may be required to work occasional overtime. This position is not represented under collective bargaining unit. Duties include but not limited to:

**CORE COMPETENCIES:**

As a Structural Steel Painter 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (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)
- **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. (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)

**TYPICAL DUTIES:**

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

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45%	E	Prioritizes, plans, schedules, directs, and evaluates maintenance and repairs of all structural steel paint activities. Supervises and works with a crew engaged with rigging for painting, cleaning, prepping and painting steel structural cables, bridges, related structures and facilities. Evaluates crew members performance and takes or recommends appropriate action.
20%	E	Directs, supervises and inspects all rigging for conformance to proper and safe painting practices. Provides instructions, maintains discipline, holds tailgate safety meetings, organizes and supervises paint activities and other related work to ensure staff follow the Department's guidelines and procedures by providing guidance, training and enforcing policies and procedures.
20%	E	Keeps records and makes reports and estimates on painting jobs. To ensure staying within budget allocations, prepares time sheets covering labor, equipment and materials used, damage reports and billing notices, material withdrawal and rented equipment reports, budget reports, local requests; orders materials, orders supplies and monitors inventories, through the Integrated Maintenance Management System (IMMS); secures bids for outside purchases; prepares preliminary budget estimates and reports; supervises the care and maintenance of equipment; monitors and maintains inventory and custodial work.
10%	E	Trains subordinates, discusses practices and procedures with members of the crew, enforces safe work practices and conditions. Acts as trainer, liaison and proctor for the Structural Steel Apprentice program.
5%	M	Confers with inspectors out in the field and gives advice and assistance on difficult problems.

<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**

Incumbent is the first line supervisor to a crew of approximately 8 painters.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Thorough knowledge of approved methods, materials, equipment and tools used in preparing surfaces and painting structural steel and other structures; rigging and safety as applies to painting high structures and bridges; air tools, hoists, scaffold machines used in erecting and moving heavy scaffolds; staging and scaffolding used in painting and cleaning structural steel bridges; knowledge of the causes of paint failure, the ability to recognize inferior painting work and characteristics of paint failure; knowledge of paint and paint systems used on structural steel bridges.

Principles of effective supervision; supervisors responsibilities for promoting equal opportunity in hiring and employee development and promotion, maintaining a work environment free of discrimination and harassment.

Basic occupational safety and health regulations, departmental safety and health policies and procedures, a basic knowledge of safe work practices, a supervisors role in maintaining an effective Injury and Illness Prevention Program.

Ability to plan, organize and direct the work of others; instruct in proper work methods, safety regulations, erecting scaffolding and the care and maintenance of tools and equipment.

Prepare preliminary budget estimates and reports, keep records of employees time, and materials and equipment used.

Analyze situations accurately and adopt an effective course of action.

Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Communicate successfully with supervisors and subordinates, verbally and in writing.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors in judgment and decisions can affect the safety of the crew and the public, result in equipment misuse, tort liability, employee grievances and injury or loss of life to self, co-worker or traveling public. Inaccurate, delayed or incomplete estimates may result in added material costs.

**PUBLIC AND INTERNAL CONTACTS**

Requires working in close cooperation and communication with crew members. Must also establish and maintain cooperative relationships with other departments contacted in the course of work. Is responsible to insure that the activities of the crew, which

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are highly visible, project a favorable image at all times. The Paint supervisor has direct public contact when handling claims for damage to bridge patrons vehicles. Incumbent shall be able to perform this task on a moments notice. This task includes inspection of the vehicle, completion of the report of damage, making arrangements for clean up or referral to Claims which ever might be applicable. This task must be handled courteously, and at times with great diplomacy.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The supervisor works at heights daily, sometimes from scaffolding suspended 200' over water. May load / unload materials weighing up to 90 pounds and assist in moving beams to 300 pounds. Incumbent must hear at a level sufficient to hear warning shouts and back up alarms, possess normal color vision and sufficient peripheral vision to be aware of changes in surroundings, be free of lead poisoning.

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### WORK ENVIRONMENT

Some work is done outdoors every day. Incumbent will work at heights to 200', at times over water from scaffolding, occasional adverse weather conditions, noise from traffic and equipment, blown dirt from sandblasting operations.

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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.

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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