

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Structural Steel Painter Sup	OFFICE/BRANCH/SECTION DISTRICT 7/MAINTENANCE/SPECIAL CREWS/DORAN	
WORKING TITLE Structural Steel Painter Sup	POSITION NUMBER 907-740-6511-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 the direction of a Caltrans Maintenance Manager I, II, Structural Steel Painter Superintendent, or Caltrans Maintenance Area Superintendent, the Structural Steel Painter Supervisor works with and supervises Lead Structural Steel Painters, Structural Steel Painters, Structural Steel Painter Apprentices and engaged in rigging for painting, cleaning, painting structural cables, bridges and related structures and facilities. The incumbent may supervise inspection duties on contracted-out structural steel painting assignment, or may be responsible for headquarters staff assignments comparable in level of responsibility such as statewide review of structural steel paint inspection reports, paint consultant, drafts painting contracts, special provisions, painting standards,makes estimates, and other related work.

In this capacity the incumbent is responsible for the proper paint maintenance of the Vincent Thomas Bridge in District 7, may be required to provide assistance to District 7 Mobile Paint Crew who services Districts 5, District 6, and other Structure Steel Paint Crews in the State.

Possession of a valid and unrestricted class A driver license with H (Hazardous materials) and N (Tank Vehicle) endorsements.

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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Employee Excellence - Innovation, Stewardship)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration, 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 - Integrity, Pride, Stewardship)
- Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Employee Excellence - Innovation)
- 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, Innovation, People First, Stewardship)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Integrity)
- 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 - Collaboration)
- Workforce Management**: Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Prosperity, Employee Excellence - Collaboration, Stewardship)
- 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. (Prosperity, Employee Excellence - Integrity, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

40%	E	Plans, estimates, schedules, assigns, and inspects the work of painters engaged in scraping, cleaning, steam/pressure washing, abrasive blast cleaning, preparing and other surfaces in preparation for painting/coating. Supervises and directs Lead Structural Steel Painter and Crews in painting/coating steel structure bridges and related structures and facilities. Directs and inspects rigging, erection, moving or removal of scaffolds and staging. Inspects the installation of equipment necessary for removal, containment, and recovery of waste generated in surface painting/coating operations.
40%	E	Plans and reviews traffic control operations. Supervises the cleaning and maintenance of tools and equipment. Trains employees and attends formal/informal training. Ensures that proper safety practices are followed, orders tools, materials, equipment and supplies. Keeps records, time keeping, and prepares reports on daily activity and completed work through the Integrated Maintenance Management System (IMMS) program. May be required to operate vehicles necessary to the transportation of personnel, equipment, and hazardous materials.
15%	E	Coordinates or assists painting projects with other Districts and Regulatory Agencies such as Cal-Osha, Department of Fish and Game, Air Quality Management, Caltrans Right of Way and other Agencies, State and Federal Environmental Protection Agency, Office of Structures Maintenance and Investigations, Caltrans Safety Department, Department of Forestry, Caltrans Area Superintendents and Supervisors.
5%	M	Inspects or supervises inspection work on contracted out structural steel paint/coating projects. Performs statewide review of structural steel painting/coating inspection programs and consults on/and/or prepares painting/coating contracts and standards.

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

Supervises and directs Lead Structural Steel Painters, Structural Steel Painters and Structural Steel Painter Apprentices engaged in all forms of Structure Paint activities as described under Typical Duties.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of approved methods, materials, equipment, and tools used in cleaning, preparing, inspecting and painting/coating of various steel surfaces including structural steel, cables and bridges; and related surfaces and facilities. Knowledge of various rigging methods and equipment used when painting high structures, bridges; paint colors; air tools, hoist and equipment used in erecting and moving heavy scaffolds and scaffold machines; rigging aids and safety as applied to painting high structures and bridges; equipment necessary for removal, containment, recovery and disposal of waste generated in surface preparation and painting/coating operations; safety standards and regulations as applied to rigging, cleaning, painting/coating, removal, containment and recovery when working on lead based projects; principles of effective supervision; labor relations objectives; equal opportunity programs and processes available to meet labor relations and equal opportunity objectives.

Compliance, enforcement and knowledge of the provisions of the California Vehicle Code, rules, regulations pertaining to Highway Maintenance practices but not limited to the Maintenance Manual Volume I and II, Caltrans Illness and Injury Prevention Program, Lead Compliance Program, Code of Safe Operating Practices, Traffic Manual, Standard Plans and Specification.

Skills in: Organizing and directing lead persons and crews of painters on brush, roller or spray equipment work.

Ability to: Rig and direct the safe and efficient rigging of scaffolds and staging; estimate materials, time and labor for various projects; prepare bridge reports and cost analysis; plan work and make schedules, lead and direct a crew of painters; establish and maintain effective and cooperative working relationships within the crew; work on high structure; follow directions; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

Ability to work safely and effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions. Implement rules, policies, procedures and follow the Storm Water BMP.

Completes complex written records, accident reports, vehicle safety inspections, personnel management procedures, such as the IMMS Program, tracking and approvals of sick/vacation/other leaves, prepares and maintains records, IDPs', duty statements, disciplinary actions and attend training required by the Department.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property.

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. Contact may be with hostile public, the employee is expected to maintain a favorable public image for the Department and the State. The incumbent has a wide area of internal and external contacts. The Structural Steel Painter Supervisor will routinely contact other Caltrans personnel, Contractors, Engineers, Regulatory and Safety Departments. The incumbent is required to work in close cooperation and communication with all paint crew members. The paint supervisor may also be in contact with the public when dealing with easement, permits and damage claims.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position consist mostly of analytical nature with limited physical labor. The employee 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 specific operation, review cost and formulate unit cost information. Must be able to interact well with employees and individuals with different cultural backgrounds. Employee must have physical ability to react quickly to errant motorist.

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 15% of the time on a year-around basis.

The remainder of the activity is physical labor 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 maybe any of the following but not limited to: gear bags, small hand tools, lights, tool box, wire rope, boxes of fittings, locks, clothes, gloves, 25% of the time.

Transport and/or carry – Bagged/boxed material from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools carried include; hoses, signs, standards, flags, cones, buckets of paint, etc. and may be carried on uneven terrain is 25%.

Overhead reaching – Overhead work is 25% includes but not limited to pulling yourself up into many types of equipment, holding signs, signaling other workers, loading material into/on equipment, climbing onto ladders and onto scaffolding.

Other Reaching – Includes but not limited to setting cones, checking equipment, shoveling, driving, shifting, setting work signs, picking up cones, wiping mirrors, windows and climbing on/off scaffold, ladders, diagonals, elevator, staging and climbing on rigging operation, 25% of the operation.

Pushing/Pulling – Includes but not limited to shoveling, opening garage doors, hooking up trailers, pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing, removing tires, pulling on chains, cables and ropes, 25 % of the time.

Twisting – 75% twists while driving equipment and does so on occasional basis, especially while backing up or turning around. Other twisting is done while setting down and picking up traffic cones which weigh 10 lbs.

Climbing/Balancing – Climbing is done 25% in/out and off/on of equipment, up and down banks and slopes, ladders, diagonals, stairways, elevators, traveler, staging, spider baskets, (often with a load of material or supplies); onto steps and walkways to do engine checks on equipment.

Bending/Crouching/Squatting/Crawling – The employee often bends 40% 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. The employee also crawls around and underneath ladders, catwalks and manholes.

Simple Grasping – This activity is necessary about 70% of the shift; climbing in/out and around equipment, hand holds for ladders, catwalks, scaffold, travelers and staging, operating equipment, using hand tools and handling materials.

Fine Manipulation – This occurs less than 25% of a day and usually while writing reports, computer keyboard or manipulating the

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)

knobs and levers on the equipment.

Importance of hearing and sight – 100% of the day, both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her 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 eminent danger at the work site. As per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual.

WORK ENVIRONMENT

The work schedule is a 4/40, Monday to Thursday. The incumbent will be required to work overtime, irregular shifts/alternate work schedules including nights, holidays and weekends, shift change due to operational needs. Maybe loaned to other crews, travel out of town or State.

Work in a wide range of sometimes extreme-conditions, including heat up to 100 degrees, cold to 50 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. Employee may be scheduled to work the night shift as needed to meet operational needs.

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
------------------------	------