

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervisor, Tunnels & Tubes	04 / Maintenance / Specialty Region	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Supervisor, Tunnels & Tubes	904-760-6706-028	08/13/2026

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 Superintendent Tunnels and Tubes, the employee uses his/her own judgment within limits of prescribed guidelines. Routine work is subject to a general review. Direct supervision and closer review are exercised in more complex and difficult situations, such as, costly equipment failure, or during emergencies which could require closure of the facility. The employee supervises a crew responsible for the operation and maintenance of ventilation, water pumping equipment, electrical systems, lighting and traffic control devices in a Vehicular Tunnel or Tube; is the ranking officer on duty for Caltrans District 04, after regular working hours.

CORE COMPETENCIES:

As a Supervisor, Tunnels & Tubes, 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 - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - People First)
- **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. (Employee Excellence - Integrity)
- **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. (Safety - 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. (Prosperity - People First, Stewardship)
- **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. (Safety - 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. (Safety - People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Innovation)
- **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 - Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Keeps accurate records of maintenance work performed by crew members, as well as special work orders for accident damage and day labor work orders; supervises crews in the proper methods of handling emergency calls using two-way radio or telephones; checks records of these calls to determine if methods could be improved or changed; supervises the maintenance and repair of the structures and office; conducts on-the-job training for subordinates; makes oral and written reports on the operational status of the Tunnels and Tubes.

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25%	E	Plans and schedules shift work for operating and maintaining a variety of electrical and mechanical equipment ranging from 100-HP motor driven fans to electronically controlled carbon monoxide analyzers, works with Voltages ranging from 12,000 VAC to fractional values.
25%	E	Conducts and/or supervises tests to determine the condition of equipment and decides what type of repairs or adjustment is necessary. Uses information from tests to authorize repairs and perform maintenance. Supervises the operation of a large diesel driven stand-by generator and authorizes necessary adjustments and repairs; responsible for and supervises the operation of switchgear used to supply 12,000 volts of incoming power.
10%	M	Conducts and/or supervises air duct inspection to determine the general condition of visibility, wall, air outlet/inlet and decides what type of repairs or adjustments are necessary. Uses information to authorize repairs and perform maintenance. Supervises the functionality of Dampers.

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

Plan, schedule, direct, and assign work of a five-person crew. Supervision is direct and continuous; schedules the order of work according to importance and deadlines; trains employees, evaluates their performances and takes or recommends appropriate action.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of methods, tools, and equipment used in the installation, operation, maintenance, and repair of tunnel and tube equipment and machinery.
- Knowledge of the provisions of the California Vehicle Code regarding operation of vehicular tunnels and tubes; familiarity with the principles of effective supervision.
- Knowledge of Code of Safe Practices. All the following Safety Orders issued by the State of California, in the California Administrative Code under Title 8. Industrial Relations; 1) Construction, 2) General Industry, 3) Electrical, 4) Telecommunication, 5) Tunnel, and 6) State Fire Marshall.
- Knowledge of purchasing practices, policies, and guidelines.
- Ability to evaluate the condition of the equipment/machinery and to judge the priority of servicing needs. The Supervisor must analyze and foresee what must be done to develop repairs or replacement and maintain the traffic flow through the Tunnels or Tubes.
- Ability to keep records and accounts of employees' time, materials, and equipment used; interpret drawings and sketches; lay out and direct work of others.
- The Supervisor must be able to analyze situations accurately and take effective action.
- The incumbent must be in Possession of a valid California Class C Driver's License.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decisions could affect public safety or result in tort liability for the Department. The Tunnels and Tubes must remain open on a 24-hour, seven-day-a-week basis. Errors by incumbent could result in problems ranging from closure of facilities, stopping all traffic movements, down to nuisance level and inconvenience to the traveling public.

PUBLIC AND INTERNAL CONTACTS

The position requires contact with the public and the news media. Supervisor must work closely with other employees. He/she is responsible for informing the relief Supervisor of any unfinished work, instructions received, operational status of the facility, and any other happening of note. At times the incumbent will be in contact with local City or County agencies and utility companies; may be called upon to conduct a guided tour for visitors through the facility.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Throughout their shift Supervisors may work in a climate-controlled office under artificial lighting, in the air-ducts, portal buildings, tunnel roadways, and confined spaces. They may be exposed to dirt, noise, uneven surfaces, traffic hazards and/or extreme heat or cold.

WORK ENVIRONMENT

Incumbent will work primarily in a climate-controlled environment. Will be required to sit or stand at a computer for extended periods. Work shifts will vary, all hours and days of the week, including holidays. May be required to work on and around high voltage equipment, confined spaces and outdoors.

ADA Notice

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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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