

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION D10 / Maintenance	
WORKING TITLE Safety Officer	POSITION NUMBER 910-610-6282-918	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 general direction of the Maintenance Manager I, this Caltrans Maintenance Area Superintendent serves as the Safety Officer. The Safety Officer is responsible to research and address safety and health issues raised by Maintenance employees and provide reports to management; serve on various multi-disciplinary committees; perform field safety reviews attend tailgate safety meetings; acts as safety representative for Maintenance in the planning phase for project development; review proper safety charging practices in IMMS; investigate accidents and participate on Accident Review Teams. The Safety Officer will present safety-related training to maintenance personnel. The ability to effectively utilize written and oral communication skills is essential.

CORE COMPETENCIES:

As a CT Maintenance Area Supt, 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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Equity, Employee Excellence - Innovation, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Integrity)
- 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, Employee Excellence - Collaboration, Integrity, Pride)
- 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. (Prosperity, Employee Excellence - Equity, Integrity, Stewardship)
- Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety, Prosperity - Collaboration, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Prosperity, Employee Excellence - Collaboration, People First, 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, Employee Excellence - Equity, People First, Stewardship)
- Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety, Employee Excellence - Equity, Integrity, Pride)

TYPICAL DUTIES:

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

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45%	E	The Safety Officer reviews and evaluates the safety of field employees. Conducts research and prepares reports on safety issues raised by field Maintenance employees. Performs three field safety reviews per week and discusses non-compliant activities with the Maintenance Area Superintendent/Field Supervisor. Conducts accident investigations and serves as Maintenance's representative on Accident Review Teams. Attends tailgate meetings weekly to review and discuss safety topics and/or close call incidents which have occurred in the District or other Districts and reviews proper safety charging practices in IMMS. Conducts District Maintenance facility safety inspections.
25%	E	Conducts accident and injury reviews. Reviews personal injury and vehicle accident records and recommends corrective action. Recommends changes in methods or procedures that would contribute to a reduction in accidents and injuries.
20%	E	The Safety Officer provides training to Maintenance employees on Chapter 8 of the Maintenance Manual, as well as training to district personnel in conjunction with HQ Safety including but not limited to fall protection, hearing conservation, confined spaces etc.
5%	E	Selects, trains, and evaluates the performance of subordinates; takes or recommends personnel actions as appropriate; and provides safety training and supervision. Responsible for all training and career development of subordinates.
5%	M	Serves on and collaborates with various committees such as (but not limited to) IUOE/Caltrans Safety Committee, District Accident Prevention Committee, Warehouse Advisory Committee, and Technical Advisory Groups which rely on Maintenance safety input for evaluation and assessment of different materials, methods, or equipment. Attends the statewide District Safety Officers Conference and any training that may be needed or required to maintain expertise. Act as safety representative for Maintenance in the planning phase for project development (pre-construction meetings).

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

This Safety Officer position has lead-level functions within the scope of the listed duties but has no direct supervision responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Safety Officer must possess and maintain a thorough and practical working and technical knowledge of the work performed by maintenance personnel. This position requires strong reasoning and investigative skills in order to lead and/or assist in said accident investigations, continual interaction and personal contact with all levels of maintenance management, and the ability to coordinate activities with other functional units, Caltrans Districts, State, and Federal Agencies. The Safety Officer must have the ability to utilize a variety of analytical techniques to respond to complex maintenance, operational, and safety issues centered in this unit. Must possess the ability to make sound value judgments in recommending priorities and resources.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in the described duties could result in improper work practices that may endanger State workers and/or the public. Errors may also cause a waste of time and waste of taxpayer dollars through extra expense in the maintenance of highways, or damage to State equipment, property, and facilities. Failure to make timely and proper decisions could endanger human lives and property, and result in lawsuits. 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

The Safety Officer will be called upon to represent the Division of Maintenance with all levels of Caltrans management in the district with regards to worker safety issues. Will represent the Division in dealing with other state agencies, i.e., CHP, Cal-OSHA, ORIM, etc.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This Safety Officer must be able to physically perform field reviews of maintenance operations and equipment, including but not limited to working in adverse weather conditions; walking on slopes and unstable ground; and working in close proximity to high-speed traffic. The Safety Officer will be required to investigate serious and fatal employee accidents and must have the ability to remain composed, unemotional, and focused on the task of reviewing unpleasant accident sites and interviewing emotionally-charged witnesses. The Safety Officer must possess strong reasoning and investigative skills in order to lead and/or assist in said accident investigations. Public speaking skills are required. Must be comfortable speaking in front of both small and large audiences.

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WORK ENVIRONMENT

While at their base of operation, the Safety Officer will work in a climate-controlled office under artificial lighting. The Safety Officer will be required to travel district wide, work outdoors, and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold. May perform work requiring irregular hours, including night shifts, weekends and holidays. Is on call for and responds to incidents involving Maintenance personnel.

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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