



Caltrans Work Crew Supervisor

Management Range: I

Board Approved: 01/19/17 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class. This is a full-time categorically funded position and is contingent upon the availability of funds and "life of the grant."*

SUMMARY DESCRIPTION

Under the direction of the Caltrans Project Administrator, the Caltrans Work Crew Supervisor is responsible for the safe and secure transportation of the Caltrans Work Crews from specified sites to worksite locations throughout San Bernardino and Riverside counties. Within the scope of work associated with the California Department of Corrections and Rehabilitation contract, and in partnership with the California State University San Bernardino Re-Entry Initiative (CSRI) located in the City of San Bernardino, the San Bernardino Community College District (SBCCD) Caltrans program will allow recently released low-level ex-offenders who are successfully participating in the core services available through the CSRI program with the opportunity to work on road crews. Two crews will be deployed daily.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Monitors, trains, and supervises work crew activities, and prepares and maintains daily employment activity documentation.
2. Inspects and prepares transportation vehicles for daily operation requirements, performs pre- and post-trip vehicle inspections, and completes required documentation to report any damage or defects of vehicles and associated equipment.
3. Ensures participants are properly accounted for prior to and during transition between work sites, and ensures that all required documentation is completed accurately and thoroughly when assigning work crew participants.
4. Monitors and ensures work crew compliance with projects directed by Caltrans, such as litter removal, weed and brush removal, freeway drainage cleaning, and other work activities as assigned.
5. Coordinates with Caltrans and the SBCCD Caltrans Project Administrator to provide daily work sites, training, or tools to be utilized for assignments.
6. Assigns and accounts for tools, materials, and equipment issued to participants enrolled in the program for daily work projects in coordination with Caltrans staff and the SBCCD Caltrans Project Administrator.
7. Maintains record keeping for tools and equipment in use, and maintains applicable records as necessary such as supply inventory.
8. Coordinates with the SBCCD Caltrans Project Administrator and completes weekly work schedules and work reports for work crew participants.



Caltrans Work Crew Supervisor

Management Range: I

Board Approved: 01/19/17 P. 2|4

9. Complies with occupational safety standards in the performance and supervision of work by program crews in rough terrain environments, such as hills, loose gravel, clay dirt surfaces, and slippery grass and weed-infested areas to complete work assignments.
10. Operates commercial vans with trailer, and maneuvers in difficult spaces and under challenging weather conditions.
11. Operates hands-free mobile phones or communications radios issued daily by the SBCCD Caltrans Administrator to receive and report any information relevant to the program while conducting field operations associated with work crew assignments.
12. Reports incidents and emergencies to the SBCCD Caltrans Project Administrator, and Caltrans and/or public safety officials as appropriate, and complies with administrative directions for work crew supervisory and disciplinary actions as necessary.
13. Responsible for record-keeping and filing activities, collects work performance and program operations data, and prepares reports
14. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities associated with the Caltrans project, including highway maintenance, reentry principles and practices, and working with and supervising individuals recently released from incarceration.
- Working with diverse populations.
- Principles of supervision, training, and performance evaluation.
- Principles of work planning, safety awareness, problem resolution, public relations and documentation of required tasks.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Principles and techniques used in public relations and interpersonal skills using tact, patience, and courtesy.
- Pertinent and applicable federal, state, and local laws, codes, rules and regulations, specifically those associated with operating commercial vehicles while towing a trailer, occupational safety, and employment.
- Basic landscaping, construction, and highway maintenance operations and procedures.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.



Caltrans Work Crew Supervisor

Management Range: I

Board Approved: 01/19/17 P. 3|4

Ability to:

- Oversee, direct, and coordinate work crew daily tasks.
- Perform safety and maintenance inspections of commercial vehicles being utilized for day-to-day operations.
- Operate and control equipment such as weed eaters, hoes, shovels, tree trimmers, hedge clippers, etc.
- Plan and organize work to meet the priorities and deadlines established.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Set out signs and cones around work area to divert traffic, and be able to follow, as well as apply, safety guidelines provided by Caltrans.
- Work in challenging terrain and supervise work in difficult areas assigned by Caltrans. (i.e. highways, 45-degree slopes, etc.)
- Demonstrate professionalism, fairness, and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principals as they relate to teamwork and collaborative functions.
- Prepare and complete daily logs, participant registration, sign-in sheet, schedules, time sheets, and itemized lists of equipment and materials.
- Prepare and present comprehensive, concise, clear, oral, and written reports.
- Handle communication devices in a safe and responsible manner in order to promote safety while performing duties.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- High School diploma or GED equivalency.

Experience:

- Two (2) years of combined experience in construction, landscaping, and/or highway maintenance, including one (1) year of supervisory experience.

License or Certificates:

- Possession of valid Class B and C driver's license.



Caltrans Work Crew Supervisor

Management Range: I

Board Approved: 01/19/17 P. 4|4

Preferred Experience:

- Working experience with the parolee population.

Conditions:

- Candidates under consideration must be able to:
 - Obtain Live Scan clearance.
 - Be on the SBCCD Approved Drivers List within the first month of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an outdoor setting.

Physical: Primary functions requirements sufficient physical ability and mobility to work in an outdoor setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate equipment requiring repetitive hand movement and fine coordination; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.