

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION District 8 / Division of Maintenance	
WORKING TITLE Deputy District Director, Maintenance	POSITION NUMBER 908-600-7500-001	REVISION DATE 10/30/2023

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the District Director, the incumbent is responsible for district policy development and implementation, management, direction and coordination of the operations of the Maintenance Division, which includes the following offices: Maintenance Engineering, North, South, and Metro Regions, and the Maintenance Support Region. Incumbent provides status and recommendations to the District Director on policy matters and statewide priorities of HQ Programs related to maintenance.

CORE COMPETENCIES:

As a C.E.A., 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Establishes district policy, procedure, and evaluation criteria to ensure Division of Maintenance activities are performed within departmental policy direction and program goals. Participates in the development and implementation of maintenance policies for the department. Develops and implements key organizational changes, reviews and approves the development of new and/or modification of existing policies that promote transparency and accountability, and is responsible for the development and delivery of maintenance projects that maintain the existing assets and inventory. Develops policies and recommends maintenance projects to improve the performance of the existing transportation system within the district boundaries. Develops and establishes the Division of Maintenance strategic direction, goals, timetables, and implementation plans in alignment with the district's Strategic Plan and the department's Strategic Management Plan and mission, vision, goals, and values. Supports the District Director and coordinates with the Deputy District Directors and Region Managers in administering the overall program goals of the district and department. Provides policy direction on operating procedures, implementation of programs, and management techniques impacting the goals and objectives of the division-level strategic plan. Responsible for planning, assigning, and overseeing the work of senior staff; recommends, develops, and implements policies and procedures to establish work standards and implements work priorities within the division; maintains discipline; promotes a positive work environment and maintains an atmosphere of high morale; fosters and encourages innovation; makes decisions and offers guidance and direction on complex technical and administrative issues in connection with delivering highway maintenance services to internal and external stakeholders.
35% E	Responsible for the management of the Maintenance budget, which is approximately \$104 million for personal services and operating expenses. Ensures that Division of Maintenance adheres to all laws and departmental policies related to the expenditure of State funds and resources. The incumbent is responsible for the overall development and management of the District 8 Minor Program, Ten-Year State Highway System Management Plan and Performance Plan (SHOPP), which includes the district's 5-Year Highway Maintenance Program. Acts as the District Emergency Operations Center (EOC) Director and Alternate Work Stoppage Coordinator. Responsible for the operational readiness of the district's EOC by ensuring that coordination and assignment of duties and training is provided to all EOC contact members. During emergency incidents or drills, the EOC Director exercises overall management, responsibility, and coordination among HQ EOC, local emergency response agencies, field staff, and the district EOC team. Responsible for setting response efforts and priorities and ensuring that all actions are completed.
15% E	Represents the district at resource agency meetings involving controversial Maintenance funded projects, such as the redirection or closure of major traffic routes and local government impacts, and/or highly sensitive issues, such as transport of toxic materials, storm damage, riparian habitat, material testing, and quality control. Represents Caltrans at public conferences and meetings with federal, state, county, and city officials, regional and local planning agencies and authorities, special interest groups, elected officials, and industry representatives on issues relating to the maintenance aspects of delivering transportation projects and services. Resolves highly complex and politically sensitive problems and public relations issues. Advises the District Director on all matters related to the maintenance program and the operational status of sensitive projects.
10% E	Participates as a member of the District Director's Executive Management Team, which consists of the District Director and the Deputy District Directors, in developing district policy recommendations on program development and improvement, resources, staffing, and program emphasis. Participates in the development of statewide technical policies and procedures by providing expert advice and input to the Headquarters Maintenance Program. Makes regular presentations to the public and represents the department on policy matters. Prepares correspondence and reports and acts for the District Director as needed. Works with the district's Executive Team to set district priorities, work standards, goals, and objectives.

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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

Provides direct supervision to a staff of maintenance managers and Senior Transportation Engineers and general direction to the work in their assigned program functions. Through senior level staff, the incumbent indirectly supervises and is responsible for approximately 600 staff within the Division of Maintenance.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the department's mission, goals, objectives, strategic plan, policy direction, and a thorough knowledge of the district's Maintenance functions. Knowledge of the principles and practices of project management, project development, state budgeting processes, program development processes in Caltrans, and an understanding of the laws, rules, and procedures applicable to the department. Ability to direct the work of a large organization in conformance with departmental goals and policies. Prepare and effectively review comprehensive reports on various aspects of the work and adopt effective courses of action and ensure such action occurs. The incumbent must also possess well-developed interpersonal and communication skills (both verbal and written), such as the ability to analyze, resolve, and articulate technical or politically sensitive problems and issues, negotiate, and deliver unscheduled presentations to large groups effectively.

The incumbent must be able to understand and perform management systems analysis and reason logically and creatively to resolve complex management, organizational, administrative, district communication, and support problems; analyze data from numerous sources, including computerized data sources; and present ideas, information, and alternatives effectively. Must have the ability to assess critical /emergency situations and make value judgments in recommending effective actions, establishing priorities, and utilizing available resources.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for decisions that are critical to the successful administration and effectiveness of the Maintenance Program at the Division and District level. Without detailed supervision or review, and based on logical, objective analysis, makes decisions and provides advice and assistance to the Headquarters Maintenance Division Chief, Budget, Planning and Technology Chief, other Maintenance Deputy District Directors, Maintenance Region Managers, Superintendents, Supervisors, and other Caltrans personnel on complex fiscal management problems, policies, and procedures that may have broad program and district implications.

The consequence of error in this position is extremely high and could result in a misstatement of maintenance program policy and inappropriate use of maintenance resources exposing the maintenance program to criticism from Agency and Administration. Poor or untimely analysis may result in the development and implementation of recommendations that do not meet maintenance program needs or goals. The incumbent may be delegated the authority to act without technical review and will be expected to make decisions consistent with state administrative policy, law, maintenance vision, mission, goals, and values; errors in judgment and decisions could affect public safety, tort liability, or result in embarrassment or discredit to the district and/or department.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact, as the district's representative for maintenance functions, with the general public, elected officials, the federal government, and other state agencies, cities, counties, commissions, collective bargaining unit (union) representatives, and the media, including Headquarters Maintenance Program staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit and/or stand for extended periods and perform fine manipulation utilizing a PC with monitor, keyboard, and mouse. Will be required to function effectively while meeting changing deadlines and timetables, focus for extended periods, work with sensitive and confidential data, be open to change and new information, adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The incumbent will be required to travel throughout the state in the course of performing job duties.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office with natural and artificial lighting, and may experience periodic episodes with office temperature due to fluctuating building temperatures. Incumbent may also be required to travel to and from field office locations throughout the district office boundaries, including other district office locations, headquarters, and the state. Travel may consist of driving, flying in an airplane, and/or both.

ADA Notice

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This position may be eligible for telework. The amount of telework is at the discretion of the department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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.)

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

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