

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Manager I	OFFICE/BRANCH/SECTION Southwest / 04 / 1084	
WORKING TITLE Southwest Maintenance Manager I	POSITION NUMBER 904-730-6280-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 general direction of the Southwest Maintenance Region Manager (MMII), this position is responsible for implementing, evaluating, and sustaining major programs and policies in field maintenance operations for the Southwest Region comprising the counties of San Francisco, Santa Clara and San Mateo. Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Required to respond to emergency call- outs before and after normal working hours, including holidays and weekends.

CORE COMPETENCIES:

As a CT Maintenance Manager I, 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, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Equity, Innovation, Integrity, Stewardship)
- 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 - Equity, Innovation, Integrity, 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. (Safety, Employee Excellence - Equity, Innovation, Integrity)
- Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First)
- Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity, 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, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Safety, Employee Excellence - Equity, Innovation, Integrity, Stewardship)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety, Employee Excellence - Equity, Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

Percentage  
Essential (E)/Marginal (M)<sup>1</sup>      Job Description

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50%	E	Supervises field operations for the Southwest Maintenance Region, provides staffing, training and resources; establishes and oversees uniform maintenance practices and levels of service. Coordinates field maintenance activities with other offices, divisions, headquarters, other departments and local agencies. Handles and responds to public complaints. Responsible for overall planning and monitoring of workload levels, directing equipment and materials utilization. Utilizes information provided by the Integrated Maintenance Management System (IMMS), Bay Area Incident Response System (BAIRS) and Maintenance Expense Tracking System (METS) for monitoring and redirection of resources. Ensures that budgetary, time-keeping and procurement needs are provided. Reviews and approves personnel transactions, issues and requests for adverse action. Oversight of personnel transactions conducted by the South Area Region Office. Oversight of region partnering efforts.
30%	E	Reviews difficult maintenance or minor construction operation problems; performs field review of state highways for deficiencies that require rehabilitation, reconstruction, major maintenance or routine maintenance activities. Sets priorities for major maintenance by state forces and makes recommendations for major maintenance by contract. Field reviews maintenance and construction projects. Acts as a team leader on storm damage review after major storms.
10%	E	Advises the Region Manager regarding budget management for consistency with district priorities and needs; assures field maintenance compliance with IMMS procedures. Monitors resources in accordance with budget allocations.
10%	M	Reviews plans and specifications of proposed construction projects with regard to maintenance requirements and makes recommendations to the Maintenance Engineer, Region Manager, Project Managers, Design Engineers and Construction Engineers. Performs periodic safety reviews on maintenance operations, facilities and equipment.

<sup>1</sup>ESSENTIAL 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

Manage maintenance field operations consisting of six direct reports and approximately one hundred subordinates.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, and equipment used in the maintenance and construction of highways, highway structures and landscape; operation of a maintenance territory; characteristics of heavy construction and maintenance equipment; rules and regulations pertaining to maintenance operations; employee health, safety and labor relations programs and the process to meet their objectives; computerized management systems; principles of effective personnel management and supervision; project management techniques; a supervisor's role in affirmative action and equal employment opportunity. Must possess a thorough knowledge of statewide maintenance functions and the missions, goals, organization and procedures of the Department of Transportation.

Ability to plan, organize and direct the work of others; analyze situations accurately and develop an effective course of action on very short notice; relate to and work with interdisciplinary groups and large segments of the public; make effective presentations and prepare written and oral reports. Ability to coordinate activities with other Headquarters and District Divisions and Offices, with City and County officials, and with the general public.

Ability to read and write English at a post high school level. Must be able to articulate program policies and goals to management, staff, and the public. Often will be required to advise management of program status, issues and needs. Must be able to communicate effectively and tactfully. Must possess sound techniques for handling sensitive issues.

The incumbent performs the full range of analysis in planning, coordinating and directing activities. The Maintenance Manager I must have the ability to utilize a variety of analytical techniques to address complex managerial problems and issues. The incumbent is responsible to ensure optimum operations and performance of the maintenance function including management of budget expenditures and personnel. The incumbent is responsible for a variety of line functions that relies significantly on analysis of many topics.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, analysis, actions, conduct, directions and decisions could result in inefficient use of resources, employee injuries and death, injuries and death to members of the general public, loss of individual and departmental credibility, poor employee moral and affect the ability of Caltrans to deliver its work program on schedule.

PUBLIC AND INTERNAL CONTACTS

Public contact by this position is substantial and requires a special ability to communicate and maintain a positive departmental

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image. Must be articulate, knowledgeable about the program and possess negotiation skills. The incumbent represents the Department with Local, State and Federal agencies, Caltrans Districts and Divisions at all levels, and high level governmental officials and legislators. There is considerable contact with external agencies. The Maintenance Manager I interfaces with the public in various forms working with city and county governmental officials, regulatory agencies such as Fish and Game, Water Quality Control Boards, local and State Fire Departments, Army Corps of Engineers, etc., as well as members of the general public who call or write in with their concerns. Contacts will be made daily with the public, suppliers, contractors, Headquarters personnel, other District staff, field staff and maintenance management staff. Sensitive issues must be handled tactfully yet expeditiously. The public's image of the Department often balances on the conduct of this individual.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to use personal computers and telephones for long periods of time. Other physical activities will include accessing files, manuals and other resources at various Caltrans and external offices.

Incumbent will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings.

Incumbent will be required to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and display empathy to others

WORK ENVIRONMENT

At their base operation, incumbent will work in a climate-controlled office under artificial lighting. Incumbent will be required to traverse office complexes, parking lots, equipment repair shops, highways, sidewalks roadside cut and fill slopes and drainage facilities. Incumbent will be required to travel and work outdoors and will be exposed to dirt, chemicals, noise, uneven surfaces, extreme heat, extreme wet conditions and extreme cold.

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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