

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Supervisor	OFFICE/BRANCH/SECTION 08-015 CENTRAL LITTER CREW (EFIS # 5083)	
WORKING TITLE MAINTENANCE SUPERVISOR	POSITION NUMBER 908-602-6301-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 Caltrans Maintenance Area Superintendent, the Caltrans Maintenance Supervisor is responsible for supervising, planning, directing, monitoring, and oversight of all activities and functions of district-wide litter abatement. The incumbent must possess and maintain a valid, unrestricted Class "C" Driver's License. The incumbent must have ability to plan, organize and direct the work of others; deal with difficult situations where care and attention are necessary for extended periods of time; operate and care for maintenance equipment; prepare preliminary budget estimates and reports; and interpret simple blueprints and sketches; the ability to keep records of employees' time and materials and equipment used; inspect areas to detect unsafe conditions; perform planning, organization, conduct and evaluate safety training and qualification programs. Emergency response is required outside of employee's normal work hours, will be required as needed to work nights, weekends, and odd or irregular shifts. Duties include but are not limited to:

CORE COMPETENCIES:

As a CT Maintenance Supervisor, 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.

- Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

ADA Notice

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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

35%	E	Oversees and leads the work of the crew engaged in focused maintenance work related to Litter Abatement. Plans, schedules, assigns and monitors various maintenance activities and evaluates the performance of the crew, equipment and materials. Uses the Integrated Maintenance Management System to track personnel, equipment, material and physical inventory. Ensures the crew is trained and strictly adheres to the safety policies and procedures contained in Chapter 8 of the Maintenance Manual Volume 1, and complies with supervisor's responsibilities set forth in the Caltrans Injury and Illness Prevention Program.
35%	E	Leads crew in placement ramp, shoulder, and occasional lane closures. Oversees moving lane and shoulder closure operations. Records weather data, references VegCon, Environmentally Sensitive Areas and inspects work of crews. Works with members of the California Conservation Corps and occasionally oversees the activities of court referral workers. Manages and maintains assigned equipment which may consist of mowers, tow-able portable toilets, herbicide application equipment, chippers, packers, cargo, shadow and changeable message vehicles, and utility trailers. Works in one-way traffic control flagging operations with two-way radio operation. Is aware of the elements, and performs scheduling for partnering with other crews in coordination with Management and departmental needs.
25%	E	Performs computer related office tasks, inputs and maintains records of personnel, equipment, data, and materials used. Monitors, inventories, and purchases supplies as needed to support operational needs. Utilizes Maintenance & Operations Management Solution (MOMS), OnRamp intranet, and other resources such as Caltrans Lane Closure System. Oversees that closure status updates are performed, assists with work planning activities, provides information and input for decision making tasks, and inspects vehicles and equipment for deficiencies. Is responsible to help ensure compliance and safety of herbicide mixing and application operations. Performs site reviews to inspect areas before, during, and after operations to asses efficacy and safety within the program.
5%	M	Leads crew in repairing, maintaining, and cleaning crew areas, yard, and equipment. Performs other miscellaneous duties as needed. Directs crew in performing housekeeping, compliance efforts, and organization of crew, storage, and common yard work areas. Performs safety reviews for yard and work areas.

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

The incumbent supervises a crew of at least 10 employees. May additionally oversee additional Permanent Intermittent staff as needed and may be placed in charge of labor crews or court referrals.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of the materials, methods and equipment used in the construction and maintenance of highways and highway structures; characteristics of the equipment and tools used and their operation and maintenance; and provisions of the California Vehicle Code as they apply to the stated duties. The incumbent must also have knowledge of rules and regulations pertaining to highway and structure maintenance practices, and rules and regulations pertaining to inspection of encroachments; knowledge of traffic control procedures in Chapter 8 of the Maintenance Manual; OSHA and DPR regulations, accident prevention techniques; safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program; and basic safe work practices; principles of effective Leadership and supervision; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

A Commercial Driver's License (CDL) and Qualified Applicator's Certificate (QAC) through California's DPR are highly desirable.

The incumbent must have ability to plan, organize and direct the work of others; operate and care for maintenance equipment; prepare preliminary budget estimates and reports; and interpret simple blueprints and sketches; the ability to keep records of employees' time and materials and equipment used; detect unsafe conditions and practices and plan, organize, conduct and evaluate safety training programs; must have the ability to develop and maintain cooperative working relationships, and deal tactfully with the public; and must be able to accurately analyze situations and adopt an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Without detailed supervision, the incumbent is responsible for planning and scheduling the work to be performed, and equipment and materials to be used within an assigned area, exercising judgment and making decisions relative to safety of employees and the public. Error in judgment could result in needed work being overlooked or resources committed to less important projects. Poor decisions or actions could have broad implications involving employee morale, safety of employees and the traveling public, and monetary loss. Improper use of herbicides have the potential for devastating impacts to safety, property, and the

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

environment.

PUBLIC AND INTERNAL CONTACTS

Has continuous contact with crew members and extensive contact with regional office staff. Has contact with various others in the district office and equipment shop. Interacts with officials from local public agencies. Will have frequent contact with the public for a variety of reasons, including answering complaints, inquiries, and handling restricted traffic situations. Will be required to be aware of construction zones, Maintenance agreements, and encroachment permit work. Will work with other other crews and regions constructively to reach the common goals of reducing fire risks.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sitting in/on and driving/operating vehicles for extended periods of time will be required. The incumbent will be required to do heavy manual labor including; moving/placing of heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, bending, stooping, kneeling, twisting, reaching, climbing, walking on uneven ground and prolonged standing. The incumbent must be able to cope with and respond to emergency situations such as those connected with traffic and weather conditions and other natural disasters. Will be required to deal tactfully and courteously with the public under stressful and possibly adverse conditions while upholding the Department's image, will carry responsibilities necessary to ensure no compromises take place in safe practices with the use, storage, or transportation of herbicides. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable and alert and aware at all times. Must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others. Must be able to sit and/or stand for long duration and perform tasks utilizing a PC or other portable device in office and field settings safely.

WORK ENVIRONMENT

Most of the incumbent's time will be spent in the field, operating equipment or working on foot. While at their base of operation, employees will work in a climate-controlled office under artificial light. Weather conditions vary from a cold, windy, and wet winter climate to a very hot and predominately dry summer climate. Temperature extremes can range from below freezing in the winter to well over 100 degrees on a consistent basis in the summer. Occasional heavy thunderstorms can be expected in the summer months and heavy rain is to be expected in the winter. Required to operate equipment and work outside in extreme temperatures and inclement weather, and may be required to sit or stand for long periods. May work on uneven surfaces and may be exposed to noise, dust, hot materials and chemicals. Will be required to wear long pants, chemically resistant protective equipment, and appropriate footwear, as defined in section 4.3 of the Bargaining Unit 12 current MOU, and must wear provided personal protective safety equipment such as shirts or vests, hard hats, safety glasses and gloves, as well as other safety devices deemed necessary. The incumbent will work with a crew that travels extensively throughout the District and will work out of town at least 50% of the time.

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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE