

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Hwy Mechanic Supervisor	OFFICE/BRANCH/SECTION Division of Equipment/Clean Fleet/Telematics	
WORKING TITLE Highway Mechanic Supervisor (Specialist)	POSITION NUMBER 932-001-6828-925	REVISION DATE 03/26/2025

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:

Working for the Department of Transportation, Division of Equipment (DOE); the incumbent will work under the general direction of the Staff Services Manager 1 (SSMI) or the Clean Fleet Chief. Oversee contractors installation and repair of GPS devices work, and related hardware in automotive, construction and highway maintenance equipment. May be assisted by a CT Heavy Equipment Mechanic Lead worker, other DOE employees or contracted technicians. Keep records, establishes training programs, implements departmental policies, prepare equipment and labor budgets, makes estimates for equipment repairs, improvements and disposal. Determine diagnosis, repair, use and transportation of equipment. Typically, work independently and act as lead in the absence of the Telematics - SSMI. Direct the efforts of contractors and field shop personnel. Ensures workplace safety and maintains positive relationships with external vendors to facilitate quality and timely service/repairs. Works closely with district personnel to prolong Caltrans GPS equipment in a safe and operable manner. Works with other State agencies to promote the economical use of equipment.

CORE COMPETENCIES:

As a CT Hwy Mechanic 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, 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. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **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. (Cultivate Excellence - Engagement, Integrity)
- **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 First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - 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, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **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, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)

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TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
25% E	Rely on equipment repair and maintenance knowledge to coordinate the organization and implementation of installation, repairs, health checks and scheduling for telematics equipment throughout the state. Work with staff throughout the state to identify malfunctioning equipment and facilitate repairs. Travel statewide to facilitate device installation, repair, verification of registration, activation, and reporting. Prepare field activities reports to document project progress. These duties are essential to ensure telematics system data accuracy.
25% E	Review and analyze reports from the telematics system for errors based on knowledge of fleet assets and data in the fleet asset management database. Monitor non-reporting units, smog, garaging, utilization reports and ad-hoc reports to determine actionable items. While traveling statewide, provide assistance and training to field and shop personnel with provider web site, data entry, report generation and scheduling, and vehicle profile data Input/adjustment. Participates in the development of GPS equipment maintenance guidelines, policies and procedures, and repair manuals. These duties are in support of GPS telematics system data accuracy.
20% E	Resolve technical, vehicle driveability, and vehicle/equipment compatibility issues that result from telematics equipment installations. Make recommendations to management regarding program efficiencies, program changes, fleet optimization and impacts to the Department based on statewide field observations and equipment repair experience. Work with GPS contract vendors to resolve hardware and software issues. These activities are necessary to support the Divisions' fleet management efforts.
20% E	Communicate with vendors, Shop Superintendents, administrative, and program staff to facilitate telematics program maintenance. Provide support and instruction to DOE Field Shop Superintendents and their staff on technical equipment maintenance and repair issues related to telematics integration. These efforts support proper fleet management and telematics system data accuracy.
05% M	Use the telematics on-line system and the fleet management databases to identify equipment and component needed for fleet assets. Monitor and maintain telematics component inventory to ensure parts availability in support of the telematics project. These efforts support the telematics hardware infrastructure.
05% M	Manage the purchase orders and budget for telematics purchasing of parts, labor and monthly services. Prepare purchase justification documents. Complete purchasing documents to obtain parts for telematics installations and repairs. Monitor and audit invoices for accuracy, submit invoices for payment. These efforts support the telematics contract to stay in compliance.

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

Provide guidance to Administration, Program Departments, and Shop Superintendents. Occasionally act in a supervisory capacity for subordinate telematics support staff and may be required to act in the Telematics Manager role during the manager's absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must be knowledgeable of the Department's mission, vision, goals, and policies. Must have a thorough knowledge in budgeting and fiscal management; principles of organization, administration, and management; principles of public administration; legislative process and a working knowledge of the DOE and how the Division fits into the overall departmental goals. Must have the ability to work independently with minimal direction; interpret policy and determine appropriate action; prepare and review comprehensive reports, letters, articles, policies and procedure documents; reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems; analyze data and make sound conclusions and recommendations; analyze situations and take an effective course of action; speak and write effectively in order to communicate with all levels in the organization; exercise good judgment; consult with and gain the cooperation of other organizations.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to efficiently work within the telematics support services could result in losses of millions of dollars in labor delays due to inaccurate equipment information; added repair costs due to non-timely fleet replacements or increased downtimes; loss of credibility with regulatory agencies could result in additional scrutiny. Failure to comply with fleet requirements could result in additional legislation, legislative hearings and special legislative reporting that results in additional workload and expense to the Department.

PUBLIC AND INTERNAL CONTACTS

Incumbent conducts business with external control agencies including, but not limited to the Department of Finance, Legislative Analyst's Office, Department of General Services, and other State and Federal agencies. Internal customers include, but are not limited to, various Headquarters and District representatives such as: Headquarters Program Managers and Division Chiefs; District Directors and their Deputies, Maintenance Superintendents, Equipment Managers, and legal staff. Contacts include the public and other public agencies relating to equipment and its operation.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent conducts business with external control agencies including, but not limited to the Department of Finance, Legislative Analyst's Office, Department of General Services, and other State and Federal agencies. Internal customers include, but are not limited to, various Headquarters and District representatives such as: Headquarters Program Managers and Division Chiefs; District Directors and their Deputies, Maintenance Superintendents, Equipment Managers, and legal staff. Contacts include the public and other public agencies relating to equipment and its operation.

WORK ENVIRONMENT

This position is part of a team that involves teleworking and reporting to the office as needed/required. While in the State facility, employee will primarily work in a climate-controlled office under artificial lighting. May occasionally visit field and equipment shop locations, walk on uneven or slippery surfaces, require occasional bending, stooping and kneeling. May require occasional overnight travel throughout the State. May be required to operate state vehicles.

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