

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Supervisor	OFFICE/BRANCH/SECTION District 10 - Maintenance	
WORKING TITLE Maintenance Supervisor	POSITION NUMBER 910-680-6301-918	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 direction of a Caltrans Maintenance Area Superintendent, the Maintenance Supervisor supervises and works with a maintenance crew engaged in highway maintenance activities including those associated with SB1, such as drainage and pump plant maintenance; delineation; PCC pavements; asphalt pavements; emergency response; accident clean up; and traffic control. The Maintenance Supervisor has oversight and charge of personnel classifications including: Caltrans Highway Maintenance Worker, Caltrans Landscape Maintenance Worker, Caltrans Equipment Operator I, Caltrans Equipment Operator II, Caltrans Landscape Maintenance Leadworker, and Caltrans Highway Maintenance Leadworker. The Maintenance Supervisor maintains knowledge of current and applicable safe work practices and expectations, and ensures training and compliance of maintenance staff with departmental and mandated safety and health standards, policies, procedures, and directives as stipulated by departmental guidelines and legal requirements.

The Maintenance Supervisor is required to maintain a Class "C" driver's license, and a Class "A" driver's license with a "N" endorsement is desirable.

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 - Collaboration, Equity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration, People First, 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 - People First, 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, Employee Excellence - Collaboration, Innovation, People First, 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, Employee Excellence - Collaboration, Equity, People First, Pride, Stewardship)
- **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, Employee Excellence - Collaboration, People First, 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, Employee Excellence - Collaboration, People First, Pride, Stewardship)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Employee Excellence - Collaboration, People First, Stewardship)
- **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, Equity, Employee Excellence - Collaboration, Equity, Innovation, People First, Pride, Stewardship)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	The Maintenance Supervisor assigns and oversees maintenance or construction work on highway structures and highways, and works with a crew performing SB1 related tasks. The Maintenance Supervisor ensures that proper methods and procedures are used in the handling and application of materials used in the maintenance of highway structures and highways. The Maintenance Supervisor keeps records of materials, labor, and equipment costs in the Integrated Maintenance Management System (IMMS) database, and makes essential purchases using the Cal-Card and Advantage Accounting System. Uses a personal computer to track expenditures, safety meetings, facility and job site inspections as well as other required tasks using Microsoft Word and Excel programs. The Maintenance Supervisor ensures that State equipment is properly operated and maintained, practices safe operations and control traffic methods as specified in Chapter 8 of the Maintenance Manual. The Maintenance Supervisor may use products that could be hazardous or dangerous, if not handled properly.
40%	E	The Maintenance Supervisor oversees the use and service of highway maintenance equipment essential to Maintenance functions including SB1 related work; identifies the Levels of Equipment for Caltrans Maintenance Worker, Caltrans Equipment Operator I, and Caltrans Equipment Operator II; and ensures that equipment is properly assigned. The Maintenance Supervisor directs maintenance work associated with highway structures, storm drainage, vegetation control, tree and brush maintenance, and installing storm water protection measures. The Maintenance Supervisor operates manual and power hand tools; assigns and performs litter, graffiti, and dead animal removal and disposal; conducts asphalt and concrete repair and preventative maintenance operations; oversees installation and repair of signs, fence and guardrail, delineation, safety devices, and other SB1 work.
15%	E	The Maintenance Supervisor assigns, qualifies, and provides training for employees on equipment that is essential to Maintenance operations, including those associated with SB1; holds regular Tailgate Safety and Best Management Practices (BMP) meetings, performs operational reviews and keeps records in compliance with Cal-OSHA requirement; attends all required training programs and schedules training for employees as needed. The Maintenance Supervisor performs all required field and facility inspections.
5%	M	The Maintenance Supervisor assigns and performs minor repairs to maintenance facilities as well as janitorial duties and facility upkeep.

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 Maintenance Supervisor directs the crew's operation and, in the absence of the Caltrans Maintenance Area Superintendent, may be responsible for the activities of all crew's in the Superintendent's Area.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Maintenance Supervisor must have knowledge of procedures, materials, tools, and equipment used in the construction and maintenance of highways and structures. Must be familiar with the provisions of the California Vehicle Code as it applies to the operation of motor vehicle and traffic regulations. The Maintenance Supervisor must have knowledge of the regulations and safety practices pertaining to highway emergency services, emergency first aid, rules and regulations pertaining to snow removal, and principles of effective supervision.

The Maintenance Supervisor must possess the ability to read, write, and follow oral and written directions in English at a level required for successful job performance. The Maintenance Supervisor must be able to interpret simple blueprints and sketches, plan and direct the work of others, and keep time and cost records of materials, equipment, and expenses.

The Maintenance Supervisor must possess skill in operating a variety of complex or heavy maintenance equipment, and have the ability to make minor adjustments and emergency repairs to such equipment. The Maintenance Supervisor must maintain knowledge and ability to operate computer and electronic systems, and be able to operate radio communication equipment.

The Maintenance Supervisor must prepare workload plans, analyze situations accurately, exercise sound public relations techniques, and adopt effective courses of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

If the proper equipment and method is not used in maintaining State highways, it could mean rebuilding at great expense to the State and cause inconvenience to the traveling public. Errors in judgment regarding safety practices and the safe operation of

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equipment could result in property damage, injuries to our employees and/or the traveling public. Employees of the State may be held liable for their own actions as a result of their negligence on a job.

PUBLIC AND INTERNAL CONTACTS

The Maintenance Supervisor may be asked to work with representatives from public, private business, and local agencies as well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Maintenance Supervisor will be required to bend, stoop, climb, kneel, reach, push, pull, sit and stand for long periods of time. May be required to assist in the clean up in the event of accidents involving personal injury to others and/or hazardous spills. Must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses. Must be able to work unsupervised.

WORK ENVIRONMENT

The Maintenance Supervisor may be exposed to loud noise, dust, chemicals, extreme weather conditions, great heights, confined spaces, unstable terrain, vehicle traffic. The Maintenance Supervisor will be required to wear all personal protective equipment and follow all policies, and procedures, as well as be required to work overtime, rotating or irregular shifts, weekends, nights, holidays, and respond to after-hour emergencies.

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