

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION Maintenance and Operations	
WORKING TITLE Deputy Director, Maintenance and Operations	POSITION NUMBER 913-600-7500-xxx	REVISION DATE 07/18/2023

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 Director and Chief Deputy Director, the incumbent is responsible for providing leadership and management to the Divisions of Equipment, Traffic Operations, Safety and 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. (Cultivate Excellence - Engagement, Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity)
- **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 - Integrity)
- **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 - Innovation)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation)
- **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. (Cultivate Excellence - Engagement, Innovation)
- **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. (Cultivate Excellence - Engagement)
- **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. (Cultivate Excellence - Engagement, Innovation, Integrity)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
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70%	E	<p>Develops and implements policies, guidelines, and standards for the department's Maintenance and Operations, to include the Divisions of Equipment, Traffic Operations, and Maintenance.</p> <p>Develops the short-term and long-term strategic direction for the maintenance and operation of the State Highway System along with the Division of Equipment.</p> <p>Establishes division Program Level Action Plans that include the department's goals, strategic objectives, strategies, and performance measures.</p> <p>Provides districts with authorization for emergency contracts and information for briefing the California Governor's Office of Emergency Services, the California State Transportation Agency, and the Governor's Office about the status of emergency relief.</p>
30%	E	<p>Works with deputy directors and district directors to ensure effective partnering with industry representatives, special interest groups, the legislature, and the public concerning all aspects of the maintenance and operation of the State Highway System.</p> <p>Represents the department and assists in studies with committees and organizations such as the Transportation Research Board, the American Association of State Highway Transportation Officials, Intelligent Transportation Society of America, and transportation institutes.</p> <p>Advises the Director and Chief Deputy Director of the full range of issues related to the maintenance and operation of the State Highway System.</p>

<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**

Directly supervise a staff of division chiefs in the various program areas under the Maintenance and Operations. Incumbent is responsible for all decisions, actions, and consequences inherent in planning, organizing, and directing the activities in Maintenance and Operations.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of the principles, practices, and trends of public administration, organization, and management, including budgeting, sound management of fiscal resources, use of management information systems, strategic business planning, and program development, management, and evaluation; the principles and techniques of quality management, performance improvement, team building, and customer service; the principles and practices of employee supervision, development training, and personnel management; the manager's role in labor relations; equal opportunity policies; formal and informal aspects of the legislative process; and the mission, purpose, vision, goals, and objectives of the California Department of Transportation.

Ability to plan, direct, and coordinate the work of a multidisciplinary staff; develop and utilize all available resources; represent the department at public hearings; reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; establish and maintain project priorities; gain and maintain the confidence and cooperation of those contacted during the course of work; consult with and advise engineers or other interested parties on a variety of subject matter areas; initiate or recommend changes that promote innovative solutions to meet customer needs; and review and edit written reports.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for divisions that directly support the department's primary mission and provide for the maintenance and operation of the state's transportation systems to provide mobility for people, services, goods, and information. The position and its divisions and offices have statewide responsibility that results in the establishment and implementation of policy regulating its functional area of responsibility.

Incumbent exercises all of the authority, responsibility, and jurisdiction vested in the Director of Transportation by law in matters pertaining to the overall maintenance and operation of the State Highway System.

Incumbent shall review, formulate, and adopt policies, direct and adopt definitions of service levels, and direct and manage sensitive and critical maintenance, equipment, and traffic operation programs.

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PM-0924 (REV 01/2022)

**PUBLIC AND INTERNAL CONTACTS**

Contact with all levels of management in the department, including districts and programs. Contact with all levels of the private and public sectors and representatives at all levels of government, including that of other states, of the federal government, and of other countries.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent should be able to adapt behavior and work methods quickly in response to new information, priorities, and unexpected obstacles; multitask; interact effectively with many levels of government in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. The incumbent should be able to deal effectively with pressure and maintain focus and intensity yet remain optimistic and persistent even under adversity.

The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; develop new insights into situations and apply innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; be willing to take risks and initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage; and value cultural diversity and other individual differences in the workforce.

**WORK ENVIRONMENT**

The incumbent works in an office setting for the majority of the time. Regular travel throughout the local region, the State of California, and the United States is required. The incumbent may infrequently travel to other countries.

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.)

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EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE