

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Supervisor	OFFICE/BRANCH/SECTION District 12 / Maintenance Support / South Region	
WORKING TITLE Caltrans Maintenance Support Supervisor	POSITION NUMBER 912-690-6301-918	REVISION DATE 01/23/2026

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 the Caltrans Maintenance Manager I, the Caltrans Maintenance Support Supervisor will supervise the District 12 Maintenance Warehouse Staff and the District 12 Maintenance Janitorial Staff. Will act as backup to Maintenance Support Supervisor who assists Level of Service review and reporting, assists with the District's Physical Highway Inventory Data collection and input to Integrated Maintenance Management System (IMMS), assists Fleet Utilization Manager with many different reports and actions, assists Adopt A Highway with Site Reviews, and purchase for Maintenance Support as well as Warehouse. Incumbent will implement, maintain and enforce all Caltrans policies and procedures, health and safety rules; conduct safety inspections; develop, maintain and review appropriate reports; IMMS Entry; project needs, purchase, and inventory material. The incumbent may be required to work overtime, irregular shifts/alternate work schedules including nights, holidays, and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Collaboration, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Innovation, Integrity)
- **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. (Employee Excellence - Collaboration, Innovation)
- **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. (Employee Excellence - Collaboration, Innovation)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity)
- **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. (Employee Excellence - Collaboration, Innovation)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Equity, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

25%	E	Supervise, direct, assign, and review work of District 12 Maintenance Warehouse Staff and ensures work is performed properly and safely. Act as liaison between Headquarters Maintenance Warehouse and District 12 Maintenance Warehouse. Assure shipping and receiving is completed safely and efficiently. Assure Material Adjustment Report-Receiving Record (MAR) and Local Request - Electronic Data Processing (LR-EDP) are entered into the Web-Based Service and Supply program (WSVS) and other Warehouse forms are processed. Assure Cycle counts are completed in a timely manner. Implement, maintain and enforce all Caltrans policies and procedures, health and safety rules. Maintain staff training, attendance, and discipline, evaluates subordinates performance, determine effectiveness and takes or recommends appropriate actions.
25%	E	Supervise, direct, and assign work of Maintenance Janitorial Staff and ensures work is performed properly and safely. Incumbent is responsible for planning and scheduling services at various Maintenance Facilities, mediate between Janitorial Staff and District Maintenance Staff reviewing performance, identifying accomplishments and problems and adjusting assignments appropriately. Maintains staff training, attendance, and discipline, evaluates subordinates performance, determine effectiveness and takes or recommends appropriate actions.
25%	E	Purchase required material and supplies for Maintenance Support and the Warehouse.
10%	M	Assist with evaluation of the Random Selected Segments selected for yearly Level of Service (LOS) Evaluation and with LOS Evaluation reporting.
10%	E	Operate light trucks, trucks with personnel hoist, vans and automotive vehicles. Shall follow prescribed methods of equipment operation as per Code of Safe Operating Practices, Motorized Equipment Training Academy, Cal Osha, owners manual, and their supervisor. Shall use pre-operational and post-operational checklist for reporting any problems to their Mechanic. Service and make minor repair on equipment as instructed by META. May operate automatic and/or manual transmissions.
5%	M	Pull Fleet usage data, verify, manipulate, and report. Work with Field Superintendents and Equipment Shop to prioritize equipment repair.

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

Supervision of District Warehouse Staff and Janitorial Staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

Knowledge of materials, methods and equipment used in the Maintenance Department, Highway and Landscape maintenance practices, methods of landscape maintenance used in highway planting and irrigation. District Physical Highway Inventory System.

Provisions of the California Vehicle Code rules and regulations pertaining to operation of vehicles, operation and care of automotive equipment including light trucks.

Safety precautions while working with on the Freeway and Highway Systems; Cal/Osha safety and health regulations; Caltrans Safety Manual, Caltrans Code of Safe Practices, and Chapter 8.

Techniques of effective supervision; labor relations, safety and health objectives, regulations and practices and a supervisor's role in safety, health, Equal Opportunity Programs and the processes available to meet program objectives.

Must possess knowledge of statewide Maintenance functions and mission, goals, organization and procedures of the Department of Transportation.

Abilities & Analytical:

-Follow directions, verbal or written.

-Communicate effectively verbally as well as prepare clear and comprehensive correspondence and reports.

-Establish and maintain effective cooperative working relations with co-workers and with other work groups.

-Must be able to effectively analyze various work situations and make sound decisions.

-Efficient in IMMS, Windows and understand windows based programs on the computer.

-Maintain records of monthly expenditures, equipment usage, material usage, and personnel hours.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

- Read plans as well as interpret, make rough sketches and diagrams to provide information to other groups, and provide instruction and guidance to the crew in the repair of assigned inventory.
 - Gather statistical data for analysis that may be used for personnel and equipment budgeting, efficient maintenance practices, and/or material studies.
 - Implement, maintain and enforce all Caltrans policies and procedures, health and safety rules and conduct safety inspections.
 - Analyze management information and system information to safely and efficiently complete work assignment.
 - Effectively contribute to the Departments Health, Safety and the Equal Opportunity Objectives.
 - Complete tasks.
 - Analyze grade and slope status.
 - Evaluate retaining walls.
 - Detect unsafe working conditions.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor judgment could result in danger and possible injury or loss of life for the traveling public or Caltrans employee, ineffective production methods, and substandard quality of work. Negligence could result in tort liability to the State and or civil and/or criminal liability to the employee.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be asked to work with other Maintenance, Permits, Traffic Operations and Construction Branches and all levels of Caltrans Management. Will be required to work with California Highway Patrol representatives, members of the public and outside resource agencies. Contact with outside public agencies, utility companies, distributors, manufacturers and railroads are made by telephone/cell phone, internet, and/or in person. Public contact is on a regular basis.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent will be required to do heavy manual labor including moving/placing heavy objects by lifting, pulling, pushing, and carrying; as well as power grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground; working in confined spaces; and standing or sitting for prolonged periods. May be required to work 55 feet or more above the pavement, water or in the midst of traffic using ladders or lift trucks. May be required to sit in/on and drive or operate maintenance vehicles. The incumbent will be required at times to wear earplugs, respirators and at all times appropriate safety. The incumbent 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 have visual and color acuity adequate to perform the essential functions of the job. This position is a drug sensitive class. The incumbent will be required to pass a pre-employment drug test and subject to reasonable suspicion testing during appointment. If incumbent possesses a commercial driver's license, employee will be required to take random drug tests throughout appointment.

Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times, reason logically, draws valid conclusions, makes appropriate recommendations, and adopt an effective course of action. Will need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity, reduce cost, and maintain or improve quality. This position must adhere to the customer service standards set by their unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

The employee will be based in a District 12 Office in a climate-controlled environment under artificial lights, but most duties and time will be spent outdoors engaged in the duties mentioned above. Weather conditions vary from a cold, windy and wet winter climate to a very hot and dry summer climate. May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep, uneven and/or unstable terrain, fast moving traffic, and/or extreme temperatures. May be required to sit, stand, squat, kneel, or all the above for long periods of time. May be exposed/put in stressful situations. Will be required to wear long pants and appropriate footwear in good condition and must wear provided personal protective safety equipment including, but not limited to: shirts and/or vests, hard hats, safety glasses, gloves, face shields, respirators, ear plugs, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively throughout the assigned area and may be required to travel and work in other areas in the District. Employees may be required to work nights, weekends, holidays; alternate work schedules/irregular shifts and required to respond to emergency situations and calls.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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