

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Supervisor	OFFICE/BRANCH/SECTION D06/Maintenance/Engineering Support
WORKING TITLE CT Maintenance Supervisor (Specialist)/Culvert Inspector	POSITION NUMBER 906-600-6301-
	REVISION DATE 12/23/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the supervision of a Senior Transportation Engineer, the Caltrans Maintenance Supervisor (Specialist) is responsible for assisting in the research and collection of culvert inventory and assessment data, working with local Highway Maintenance crews in setting up traffic control and culvert access, as well as analyzing data to determine maintenance and repair needs. The incumbent will be responsible for the routine operation and maintenance of the inspection vans and other vehicles/equipment in support of the Culvert Inventory Program.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Collaboration)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Innovation)
- **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. (Equity - 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. (Employee Excellence - Innovation)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity - 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. (Employee Excellence - 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. (Employee Excellence - Collaboration)
- **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. (Employee Excellence - Pride)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Innovation)

TYPICAL DUTIES:

Percentage	Job Description
40% E	Essential (E)/Marginal (M) ¹ Performs routine field inspections on the District 6 Culvert Inventory System by use of remote cameras, locating and identifying the types of culverts, recording the GPS coordinates, verifying As-Builts, and recording data. Works directly with the District 6 Maintenance Engineer to assess the condition of the culverts for possible repair or replacement. Assess, evaluates, grades, and recommends appropriate repair strategies and remaining service life. Use hand-held computer equipment to capture inventory and assessment data and inputs the information into the Statewide Culvert database system. Transports technical equipment to remote field locations. Perform routine field inspections on construction projects to determine contract acceptance. Operates video inspection and GPS equipment at remote field locations. Uses As-Builts and engineering judgment in identifying type and cause of culvert damage to determine the appropriate repair/replacement strategies and costs.

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20%	E	Works with and directs local Maintenance personnel to set up safe work sites per the Manual of Traffic Control for Construction and Maintenance Work Zones. Coordinates assistance from local crews when additional equipment, personnel, and local expertise are required.
20%	E	Uses computer oriented processes to compile field data. Incorporates various computer applications to transfer data into an office database. Formats information stored in the database into usable inventory and assessment reports. Assists team in analyzing data for accuracy and completeness.
10%	E	Ensures that mobile inspection vehicle undergoes daily pre-operational checks and regularly scheduled maintenance services. Maintains video inspection equipment in good operating condition. Maintains problem and repair logs for video inspection equipment.
10%	M	Performs research into contract plans to determine location and characteristics of existing culverts. Compiles data into an electronic format using a computer.

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

Will direct local Maintenance personnel as needed when they are providing assistance with traffic control and/or culvert at the sites.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires the aptitude to work within a team setting. The Maintenance Supervisor will be required, at times, to assist in the culvert inventory research and database management within the office setting. The field work will require the operation of various pieces of equipment including, but not limited to; computers, video equipment, GPS equipment, rock climbing equipment, and vehicle operation. The primary focus will be the operation and maintenance of the mobile culvert inspection system. In addition, the Maintenance Supervisor will assist in transporting equipment to the site locations and assisting in the collection of the identifying features of each culvert. Must be familiar with traffic control on job sites as well as all other aspects of providing safe work zones.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decision would result in the failure to properly service and maintain video inspection equipment and culvert inventory mobile unit which would result in excessive repair costs, loss of equipment and negatively impact work production. Poor attention to data collection would require recollecting data, which would impact work production. Inaccurate data collection would undermine the culvert inventory programs and would result in decisions being made on false or incomplete information. Failure to follow safe working practices could cause physical harm to the employee and/or team members.

PUBLIC AND INTERNAL CONTACTS

The employee will routinely interact with other Caltrans personnel including Maintenance field crews, Storm Water crews and all levels of management to transmit and obtain relevant engineering information. Those contacts will be verbal or written, as needed, to perform assignments. Public contact, though limited, may be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- Transport and operate equipment
- Climbing on slopes and through brush. Use of ropes and climbing harnesses may be required.
- Removal of obstructions, to gain access to culverts.
- Examinations of both the exterior and interior of culverts.
- Ability to lift 50 lbs on a continual basis.
- Driving of 3/4 Ton Video Inspection Vehicle throughout District.
- Responsible for maintaining valuable computer and video equipment.
- Exposure to poison oak, poisonous snakes and a variety of wild animals/insects.
- Has the ability to work near high speed traffic.

WORK ENVIRONMENT

While at their base location, the employee will be working in an office setting utilizing computer equipment. While performing field work, the employee will be required to travel District-wide. Exposure to snakes, poisonous oak and ticks likely. Overnight stays will be required to facilitate field data collection. Overtime may be required. Employees will be required to travel in the district, and occasionally within the state, but State-wide travel will be infrequent. Employee will be working as an integral part of a two to three person team to perform field data collection in the fields as well as data management in the office setting. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may

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be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

Reviewed and Approved for advertising:

	Gerardo Rocha Fernandez	2/2/2026
SUPERVISOR (signature)	(print)	DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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