

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Manager II	OFFICE/BRANCH/SECTION D12/MAINTENANCE	
WORKING TITLE Maintenance Regional Manager	POSITION NUMBER 912-610-6239-004	REVISION DATE 04/29/2026

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

**GENERAL STATEMENT:**

Under the general direction and supervision of the Deputy District Director (DDD) of Maintenance and Operations, a Career Executive Assignment, the incumbent is responsible for implementing, evaluating, and sustaining major programs and maintenance policies in their assigned Maintenance Region. The incumbent will advise and consult with top-level district and statewide management, and will propose new programs, directions, or legislation as appropriate.

**CORE COMPETENCIES:**

As a CT Maintenance Manager II, 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. (Safety - Innovation, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Equity)
- **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. (Employee Excellence - Pride)
- **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. (Employee Excellence - Pride)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity, Employee Excellence - People First, Pride)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Safety, Employee Excellence - People First, Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Employee Excellence - Collaboration, Equity)
- **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. (Equity, Climate Action, Prosperity - Innovation, Pride, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Equity, Climate Action, Prosperity - Collaboration, Equity, Innovation, Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
40% E	Supervises field maintenance operations for the Region. Provides staffing, training, and resources. Establishes and oversees uniform maintenance practices and level of service. Coordinates field maintenance activities with other offices, divisions, headquarters, other departments, and local agencies. Handles public complaints. Ensures that budgetary, time-keeping, and procurement needs are provided for. Directs staff development. Reviews and approves personnel transactions, issues, and requests for adverse action. Reviews and directs budget preparations consistent with District priorities. Monitors resources in accordance with budget allocations.

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30%	E	Assures Region compliance with Integrated Maintenance Management System (IMMS) procedures. Utilizes information provided by IMMS for overall planning and monitoring of workload levels, directing equipment, and material utilization. Provides a high level of technical and management expertise as well as staffing, training, and resources for Maintenance Operations. Reviews difficult maintenance or minor construction operation problems. Investigates and sets priorities for major maintenance operations. Ensures efficient management of Region resources, equipment, and staff. Sets priorities for maintenance by state forces and makes recommendations for major maintenance by contract.
20%	E	Provides supervision and technical support for the Maintenance Manager I, Maintenance Region Office staff, and Maintenance Area Superintendents.
5%	E	Performs field review of State Highway Facilities for deficiencies that require rehabilitation, reconstruction, repaving, major maintenance, or routine maintenance activities. Reviews minor projects such as drainage repairs and structural section repairs. Acts as field maintenance team leader on storm damage review teams after major storm damages. Reviews plans and specifications of proposed construction projects with regard to maintenance requirements and makes recommendations to the Maintenance Engineer, Project Managers, Design Engineers, and Construction Engineers.
5%	M	Represents the region at Construction Review meetings, during public functions, with local agency contacts, and regarding maintenance issues requiring top level management representation. May act for the DDD in his or her absence.

<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 and indirectly supervises a Region comprised of Maintenance Manager I, Caltrans Area Superintendents, Contract Managers, Caltrans Maintenance Supervisors, and Administrative Staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of materials, methods, and equipment used in the maintenance and painting of highway structures; characteristics of heavy construction and maintenance equipment; rules and regulations pertaining to maintenance operations; employee health, safety and labor relations programs and the process to meet their objectives; computerized management systems; principles of effective personnel management and supervision; project management techniques; and a supervisor's role in affirmative action and equal employment opportunity. Must possess a thorough knowledge of statewide maintenance functions and the missions, goals, organization, and procedures of the Department of Transportation.

Must be able to articulate program policies and goals to management, staff, and the public. Often will be required to advise management of program status, issues, and needs. Must be able to communicate effectively and tactfully. Must possess sound techniques for handling sensitive issues.

Must be able to plan, organize, and direct the work of others; judge work quality and performance; analyze situations accurately and develop an effective course of action; communicate clearly both orally and in writing; give presentations and communicate goals and objectives; coordinate activities with other Divisions, Maintenance Regions, and with city and county officials; work safely and work effectively alone or with others; acquire expertise regarding procedures; and interpret policies of the Department.

The job requires substantial field work and accountability of field staff and therefore possession of a valid Class C California Driver's License is required. The incumbent must be able to analyze and evaluate field performance and reported data to ensure intended goals and objectives are met consistent with Department policies and guidelines, and within budget allocations.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent has the responsibility to provide management guidance and direction personally and through staff to all field units. The incumbent must be able to direct work assignments while protecting and preserving the safety of employees and the public. Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to state equipment and facilities. Error may expose the state to liability for damages to public property.

**PUBLIC AND INTERNAL CONTACTS**

Public contact by this position is substantial and requires a special ability to communicate and maintain a positive departmental image. Must be articulate, knowledgeable about the program, and possess negotiation skills. The incumbent represents the Department with local, state, and federal agencies; Caltrans Districts and Divisions at all levels; and high-level governmental officials and legislators. There is considerable contact with external agencies. The Maintenance Manager II interfaces with the public in various forms working with city and county governmental officials, regulatory agencies such as Fish and Game, Water Quality Control Boards, local and state Fire Departments, Army Corps of Engineers, etc., as well as members of the general

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public who call or write in with their concerns. Contact will be made daily with the public, suppliers, contractors, Headquarters personnel, other District staff, field staff, and maintenance management staff. Sensitive issues must be handled tactfully yet expeditiously. The public's image of the Department often balances on the conduct of this individual.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The majority of this position is of a non-physical, analytical nature. Must be able to use established methods to analyze existing work standards and develop new standards as needed; analyze the use of employees, equipment, and materials for specific maintenance operations; review costs and formulate unit cost information; analyze field data; and properly prepare reports for use by upper management. Much of this position is mentally intensive. Maintenance Manager II must be able to interact well with employees and individuals from many different cultural backgrounds. Incumbent must also have the physical ability to react quickly to errant motorists in the field.

The majority of the incumbent's work shift involves standing, sitting, and walking. Incumbent must be able to lift items up to 15 lbs. (floor to bench to floor) and transport and/or carry bagged/boxed materials up to 15 lbs. to/from storage areas, vehicles, and work sites, sometimes on uneven terrain. Overhead and horizontal reaching, twisting, pushing, and pulling is required for filing and using the computer keyboard, telephone, and other desk equipment. Incumbent must also be able to climb, balance, bend, crouch, squat, and crawl when emerging from vehicles; ascending or descending banks, ladders, and stairways; and inspecting the work of contractors and their employees. Grasping and fine manipulation with the hands is necessary when writing letters, processing information, creating spreadsheets, tracking expenditures, or otherwise using a computer. Good eyesight is essential on the job in order to perform the work safely and effectively. Hearing should be adequate (with or without the use of a hearing aid) to hear warning devices used for worker safety, for example: look out alarm devices, including vehicle horns, used to warn employees of eminent danger at a work site, per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual.

**WORK ENVIRONMENT**

Required to work in a wide range of sometimes-extreme conditions, including heat up to 110 degrees, cold to -30 degrees, strong winds, rain, dust, noise, and uneven surfaces.

Normal work shift is 5/40, Monday through Friday, 0730 to 1630. Changing of this scheduling is at the discretion of the DDD of Maintenance. The incumbent may be scheduled to work night shifts as needed to meet operational needs with proper advance notice.

Must have a valid driver's license issued by the State of California when operating State's fleet or leased vehicle.

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