

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Bridge Maintenance Sup	OFFICE/BRANCH/SECTION District 04 - Division of Maintenance - East Bay/Delta Region	
WORKING TITLE Caltrans Bridge Maintenance Supervisor	POSITION NUMBER 904-640-6310-XXX	REVISION DATE 11/24/2025

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 Caltrans Bridge Maintenance Supervisor supervises a Bridge Maintenance crew tasked with maintaining assets in State right of way, i.e. structures, pump houses, guard rail, fence and attenuators. The incumbent will be required to; operate vehicles requiring a valid Class C driver license issued by the California Department of Motor Vehicles, and work after hours emergency "call-outs" and extended shifts. To help the Department with scheduling, the incumbent may be required to work alternate work shifts such as, but not limited to, 9/80, 4/10, work nights, weekends, and holidays.

CORE COMPETENCIES:

As a CT Bridge Maintenance Sup, 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, Employee Excellence - Collaboration, Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Climate Action, Employee Excellence - Collaboration, Equity, Integrity, People First)
- **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. (Safety, Employee Excellence - Collaboration, Equity, Integrity)
- **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. (Safety, Equity, Prosperity - Collaboration, Integrity, People First)
- **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. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **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, Prosperity, Employee Excellence - Collaboration, Equity, Integrity)
- **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. (Safety, Employee Excellence - Collaboration, Equity, Integrity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **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, Employee Excellence - Collaboration, Equity, Innovation, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
50% E	Plans and assigns work, equipment, and materials needed to accomplish tasks. Supervises, directly or indirectly, a crew during their daily assignments, monitors safety in the workplace and equipment by ensuring that employees follow all directives, policies and procedures of the Department as well as other applicable State and Federal laws, rules or regulations.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

20%	E	Develops an annual maintenance plan and manpower needs assessment for an assigned area to provide the Area Superintendent with information for budget development. Inspects their maintenance area and facilities regularly to determine deficiencies and prioritizes needs according to the Region's, District's or Department's goals and mandates, then, using their own resources, Region resources or District staff, remedy deficiencies. Gathers and maintains data associated with their field inventory as requested.
10%	E	Works with the HM 3 coordinator in the District Office as well as the Area Bridge Maintenance Engineers at HQ to investigate, find solutions, and implement solutions when able.
10%	E	Evaluates employee's performance, writes probationary reports and Individual Development Plans, investigates and evaluates employee misconducts and accidents and determines the proper progressive disciplinary action if needed.
5%	M	Reviews training needs of employees for: equipment, mandated training, and work related training, and implements a training plan. Stays current on all Standard Plans and Specifications related to their field inventory.
5%	M	Enters employee time and work into the Integrated Maintenance Management System ("IMMS") daily. Reviews Bridge Reports and updates the Completed Bridge Work data base in Bridge Inspection Records Information System ("BIRIS") after work is completed.

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 Caltrans Bridge Maintenance Supervisor is responsible for the direct and indirect supervision of a crew consisting of a Highway Leadworker, Equipment Operators, and Maintenance Workers, as well as a Maintenance Mechanic.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Rail, Fence, and Attenuators and other assets on State right of way.

Knowledge of the California Vehicle Code, especially the Commercial Driver sections.

Knowledge of State laws and agency rules and regulations pertaining to highway maintenance procedures and equipment operation.

Knowledge of proper traffic control as stated in Chapter 8 of the Maintenance Manual Vol. 1.

Knowledge of Maintenance Manual Vol. 1 and 2.

Knowledge of the Integrated Maintenance Management System ("IMMS").

Knowledge of the Department Safety Manual.

Knowledge of procedures for directing traffic for emergencies.

Knowledge of Maintenance Storm Water Handbook.

Knowledge of the Progressive Discipline Process.

Knowledge of the Caltrans Acquisition Manual, Property Control Manual, and the Information Security Manual.

Knowledge of the Deputy Directives and Director's Policies.

Knowledge of the Bargaining Unit 12 Memorandums of Understanding.

Knowledge of the Bridge reports and the Bridge Inspection Records Information System ("BIRIS").

Ability and skills to act professionally and manage emotionally charged situations involving employees, the public, or other individuals encountered in the course of duty, ability to cope with pressure and maintain focus during an emergency, such as traffic accidents, employee injuries, and natural disasters,

Ability to review and understand Standard Plans and Specifications.

Ability to assess conditions, recognize deficiencies and needs of field inventory in order to determine the need for repair or corrective action.

Ability to analyze organizational and operational problems and develop timely and economical solutions.

Ability to establish program objectives or performance goals and to assess progress toward these goals.

Ability to communicate effectively, orally, and in writing in English with a diverse group of people.

Ability to use standardized methods to analyze existing work standards and develop new standards as needed.

Ability to analyze field data and prepare reports for use by upper management.

Skill to use and operate maintenance and repair of a wide variety of highway maintenance equipment, including proper methods and procedures for the type of material and activity on which the equipment is being operated.

Skill to train others and evaluate progress.

Skill to explain and implement new procedures, changes in operations, and revisions in law and policy to subordinates.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgement may result in personnel grievances, torts, audits, personnel injuries, loss of life, reduction in public safety, substandard work quality, unnecessary expenditures, inefficient and unnecessary use of resources, unsafe conditions, and adverse action.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

PUBLIC AND INTERNAL CONTACTS

The Caltrans Bridge Maintenance Supervisor interacts daily with their employees, routinely with Region management and office staff, District or HQ staff, on an as-needed basis with the Public Information Officer and Dispatchers, frequently with the public, contractors, local government officials and law enforcement and other outside agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position may require occasional labor intensive tasks requiring bending, stooping, kneeling, reaching, pushing, pulling and climbing in the course of the work. Corrected hearing should be adequate to hear audible warning devices used for worker safety, sight needs to meet the State of California Department of Motor Vehicles standards for safe vehicle driving, and night vision must allow for safe work or driving after dark. Incumbent must have physical ability to react quickly to errant motorist and be able to work long hours under sometime severe weather conditions.

WORK ENVIRONMENT

The incumbent may expect to work in all types of weather with temperatures ranging from 20 to 110 degrees, strong winds, rain, fog, sleet, and flooding. The incumbent may be exposed to poison oak, snakes, insects, loud noise, dust, flying debris, high speed vehicle traffic adjacent to the work zone, and moving equipment in the work zone. The incumbent will also be required to work at heights greater than 7 ft., work in confined spaces, travel and stay overnight to attend mandatory classes, respond to emergencies after and before their shift, weekends and holidays and that their shift may change due to Departmental necessities, such as floods, earthquakes, and storms.

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