

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION 56-Maintenance/Maintenance Safety, Equipment & Training	
WORKING TITLE Bridge Maintenance Crew Liaison	POSITION NUMBER 913-610-6282-918	REVISION DATE

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 of Maintenance Safety Equipment and Training, Training Office Chief this position is responsible to provides statewide training and technical support for bridge and structural maintenance operations by coordinating and delivering hands on instruction and classroom training for new and existing staff. Conducts regular field performance reviews. Supports Bridge Crew Supervisors and Structure Maintenance & Investigations (SM&I) engineers through guidance on crew capabilities, work recommendations, and data-driven decision making. Ensures safe and effective execution of work by leading specialized safety training for high risk environments and directing crew coordination, logistics, and communication during emergency structural events.

CORE COMPETENCIES:

As a CT Maintenance Area Supt, 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, Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Innovation, Integrity)
- **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. (Safety, Employee Excellence - Pride, Stewardship)
- **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 - Integrity)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety - Collaboration)
- **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, Stewardship)
- **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. (Safety, Employee Excellence - Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Innovation)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety - Integrity)

TYPICAL DUTIES:

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

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40%	E	Facilitate, coordinate, and schedule the Statewide Bridge Crew Training Program for District Bridge Crews. Determines bridge crew training needs through statewide meetings with Headquarters (HQ), District Management staff, bridge crew supervisors, bridge crews, and SM&I staff. Based on identified needs, organizes bridge crew training academies by defining non-engineering course objectives, preparing training materials, developing hands-on exercises and evaluations, and securing training locations. Uses LMS to enroll students and maintain training records. Assists district crews in obtaining specialized training such as welding certifications.
20%	E	Responds to bridge crew requests for hands-on support with specialized bridge repairs. Reinforces techniques taught at training academies and provides instruction on advanced non-engineering repairs not covered in standard training. Provides recommendations to SM&I management for improving non-engineering inspection practices. Evaluates new repair materials (e.g., rapid set concrete, joint seals) and recommends their approval to the materials lab for statewide use.
15%	E	Trains bridge crew supervisors on procedures for reviewing SM&I work recommendations and marking tasks as complete. Conducts periodic follow-ups to ensure compliance. Analyzes outstanding work recommendations for state-owned bridges to verify proper classification as bridge crew work.
10%	E	Support and train District Management on Bridge Crew Operations.
10%	E	Provide Train-the-Trainer and employee training for confined space training and fall protection training.
5%	M	May serve as a member of a bridge inspection team during emergencies such as earthquakes and floods.

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 act as an instructor at bridge crew training academies/classes and will often provide direction to an assistant instructor. As a lead advisor in the field, will make project assignments and provides direction and guidance to other team members and to assistant-level employees. This position has no direct reports.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires knowledge of statewide bridge maintenance crew operations. The incumbent also must possess a thorough knowledge of the principles and procedures relative to the maintenance and repair of bridge structures and be able to apply them on a variety of structure types that exist on both the state and local highway systems. The incumbent must convey this knowledge to the State Bridge Maintenance Crews at training sessions.

Knowledge of operation of the IMMS, SM&I Structure Maintenance Automated Report Transmittal (SMART) and Bridge Inspection Records Information System (BIRIS) systems and SM&I intranet based reporting tools. Certification as a National Bridge Inspections Standards (NBIS) Team Leader is desirable but not required.

Maintaining current status as a qualifier for lift and hoist equipment, and a trainer for confined spaces and fall protection courses. May be responsible for completing complex studies requiring data collection (such as bridge work recommendations and IMMS charging), analysis, development of alternatives, recommendations, presentations and implementation plans. The incumbent is responsible for independent action and initiative in carrying out assigned duties.

The ability to travel and work throughout California.

The ability to safely drive State vehicles and operate a variety of bridge inspection tools and equipment.

In addition, it is required that the individual possess knowledge regarding the Travel Guide, Maintenance and Safety Manuals,

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and Director's/Deputy Director's Policies.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor or untimely decisions by the incumbent may result in consequences to the safety of the traveling public, loss of productivity for the entire office and district personnel, non-compliance with laws or departmental policies, and deteriorating working relationships internally and externally. Public and internal contacts are varied and may directly affect Caltrans' image, missed critical deadlines and low morale.

PUBLIC AND INTERNAL CONTACTS

The incumbent is responsible for daily contact with all levels of staff within Caltrans, other governmental agencies, consultants, vendors, and the general public. These contacts may be by telephone, email, and in person. Incumbent must be able to answer inquiries on a variety of subjects.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to make sound effective decisions during stressful situations and work independently. The employee is required to sit for long periods of time while using a keyboard and video display terminal. The incumbent must exercise a high degree of diplomacy and good interpersonal skills.

WORK ENVIRONMENT

Will work approximately 50% in a climate-controlled office under artificial lighting utilizing a personal computer. The work involves a substantial amount of computer and keyboard use with a moderate amount of public interaction. Approximately 50% field work with extensive travel throughout the state of California will be required. Will be required to work outdoors and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold.

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