

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Supervisor	OFFICE/BRANCH/SECTION D7/Maintenance/Maintenance Support
WORKING TITLE Equipment Trainer and Qualifier	POSITION NUMBER 907-601-6301-918
	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 supervision of a Caltrans Maintenance Manager I, the Caltrans Maintenance Supervisor will receive functional guidance from the Maintenance Program Trainer, a Caltrans Maintenance Area Superintendent. Under direction, exercise efficient use of Maintenance Equipment Training Academy (META) in support of the Department's training and equipment qualification plan and goals. Ensure compliance with Equipment Service Center servicing and inspection guidelines for all equipment and document as necessary. Incumbent will coordinate and schedule District 7 equipment training. The incumbent works closely with other Caltrans Maintenance Supervisors, Superintendents, and Equipment Qualifiers, to ensure uniformity for the entire Division. This is a 5/8 work week. Reporting location will be at Mini META in South Region District 7. May be required to travel throughout the District to provide training and qualifying. This position will be a member of the District 7 Satellite Communications Team, also may need to work as a back up to the District Equipment Manager in Sylmar and the Equipment Trainer and Qualifier in the Fillmore Maintenance Station. A desirable qualification is a Commercial Driver's License, Class A, with Bus and Tanker endorsements, and an excellent driving and safety record.

**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. (Equity - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - 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 - Integrity, 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 - Integrity, Pride)
- **Motivational Support:** Skilled at enhancing others commitment to their work. Recognizing and regarding people for their achievements. (Safety, Employee Excellence - Integrity, Pride)
- **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 - Equity, Integrity, 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. (Safety, Employee Excellence - Collaboration, Equity)
- **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. (Safety, Equity - Collaboration, Equity, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Equity, Employee Excellence - Collaboration, Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

**ADA Notice**

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40%	E	Instructs and trains Caltrans employees in the classroom and driving simulator in the Department's Equipment User Qualifications Program as prescribed by META in the responsibilities for proper use, operation, safety, servicing, CDL upgrades, and minor repairs of equipment used in highway maintenance. Instructs and trains entry level workers through Area Superintendents to ensure compliance with the Departmental Equipment Program. Provides hands-on instructed, demonstrated, directed driving, and operational training to Caltrans employees at the Mini META (METC) driving course, street, and highway setting for entry level through Area Superintendents in the Department's Equipment User Qualifications Program as prescribed by META in the responsibilities for proper use, operation, safety, servicing and minor repairs of heavy equipment used in highway maintenance. Incumbent will provide training and qualifying to Caltrans Maintenance employees in the classifications of Entry Level Workers through Caltrans Maintenance Area Superintendents on 1&2 ton trucks, 3&4 yard trucks, 3 axle trucks, transmissions: automatic, 5/2, 10, 13, 18 speeds, 5th wheel, mower, backhoe, sweeper, grader, tow-able and loadable trailers, loader, packer, dozer, and 36 passenger bus. The incumbent will be required to obtain certification for trainer and qualifier for the mentioned equipment. Training includes, backing, shift servicing, safe operation, pre and post operation, and Commercial Drivers License (CDL) upgrades. Qualifies personnel who have successfully completed the equipment training portion of META's Equipment User Qualifications Program.
35%	E	Delivers classroom presentations to Caltrans employees on the responsibilities of safe and proper inspection, operation and servicing of, and minor repairs to motorized equipment used in highway maintenance and construction; Defensive Driver Training for field Maintenance; Heat Illness Prevention Training; Confined Space Training; Fall Protection; Valley Fever Prevention Training; Protection of Workers and Temporary Traffic Control Training; First Aid and CPR; Respiratory Protection; and other training as required by Departmental Policy and Legal Mandate.
15%	E	Develops, prepares presentations, and courses for the classroom, driving simulator, and field setting using META training curriculum training courses, mandated training courses and any district training courses. Will update and enter student training and qualifying information into the Learning Management System.
5%	E	As part of the District 7 Satellite Communication Team, will be on call 24 hours a day for District 7 to work through-out the State when needed.
5%	E	Will be back up to the Equipment Training and Qualifier located at the Fillmore Maintenance Station In West Region, the District Equipment Manager, and the Assistant Equipment Manager located at Shop 7 Sylmar. Will monitor and manage Equipment Rental Contracts, Equipment usage reports, Voyager Fuel Card transaction reports, and Vehicle Home Storage Permits.

<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**

Acting as Lead Instructor, the incumbent is regularly responsible as direct guidance for classroom sizes up to thirty-five (35) students, in classifications ranging from Caltrans Maintenance Worker to Maintenance Manager II, for the purpose of classroom and hands-on training and consultation. No supervision exercised.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Incumbent requires knowledge and abilities to adhere by all Caltrans policies and directives. Incumbent should possess the knowledge of and ability to operate, service and make minor adjustments and repairs to maintenance equipment. This position requires the knowledge of safety procedures pertinent to work duties including work area protection, equipment operation, proper lifting. Knowledge of the California Vehicle Code, as it applies to loading and operation of motor vehicles. The incumbent must have knowledge of Caltrans specific policies for the maintenance and servicing of equipment and proper documentation thereof. Must have thorough knowledge of the Maintenance Operations, Methods and Equipment used in the maintenance of the highways and highway operations. Incumbent must have the knowledge to train other State employees on State equipment. A qualification for this position is having possession of a valid non restricted Drive License, Class C.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent will be required to obtain information from Internal and External costumers and transferring that information into databases. This information will be used on a daily and emergency basis by our Department's personnel. The consequences of poor data entry in both electronic and hard copy form may result in delays, additional costs, and possible liability to the Department.

**PUBLIC AND INTERNAL CONTACTS**

Daily communication with Caltrans staff, District and HQ Division of Equipment, to organize and schedule equipment training. Occasional communication with CHP and local law enforcement during training.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent is expected to maintain professional and courteous behavior in their daily Interaction.

The majority of this position is in training and qualifying personnel in the operation of highway maintenance equipment. This position requires the physical ability to mount, dismount, operate, crawl under and service trucks and construction equipment unaided. The incumbent must have the physical ability to squat, kneel, crawl, sit, twist, walk on uneven ground, or work above ground on aerial equipment. Power grasping of tools and equipment is required. The incumbent must be able to lift heavy objects up to seventy-five (75) pounds that will be used as training aids, materials, traffic barriers and cones; move and set up temporary structures utilized for protecting outdoor training areas. Incumbent must also have physical ability to react quickly to possible safety concerns when training or qualifying inexperienced operators. Other occasional work will require full mobility, agility and physical strength. The incumbent must be able to stand and walk for up to four hours at a time while presenting field- training courses during inclement weather. The incumbent must stand and move about the classroom while presenting formal training for up to four hours at a time. The incumbent's hearing, vision and speech must be within normal parameters for presentation of indoor/outdoor training during field situations. The incumbent must be able to lift boxes of paper and stand during the copy production of textbooks and training materials for several hours.

Sustained mental activity is required to design and create accurate and professional training course materials, handouts, textbook copies and graphics. Problem solving during classroom situations is required. The incumbent must possess strong analysis and reasoning skills, in order to facilitate the production of quality training reports and evaluations by deadline dates. Organizational skills are required for the planning and execution of training plans and scenarios.

Public speaking skills are required. The incumbent must be comfortable speaking in front of audiences ranging in numbers from one (1) to thirty-five (35); must possess the ability to quickly develop working relationships with people of varied backgrounds, origins, and civil service classifications in the office, the classroom and the field.

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be able to travel throughout the District as well as travel throughout the State when involved with emergency response.

**WORK ENVIRONMENT**

The incumbent will report to Mini META (METC) in South Region. The work environment consists of both indoor and outdoor settings. The Classroom and Driving Simulator are climate controlled under artificial lighting. The outdoor equipment training courses includes possible exposure to dirt, noise, uneven surfaces, and/or 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

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