

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervisor I	OFFICE/BRANCH/SECTION D01/MAINTENANCE/REGION OFFICE	
WORKING TITLE MTCE & OPS BUDGETS/PURCHASING/WAREHOUSE SUP	POSITION NUMBER 901-630-4800-001	REVISION DATE 04/14/2026

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 of the Caltrans Maintenance Manager II, the Supervisor I is responsible for directing and supervising administrative activities and staff associated with the Maintenance and Operations program in District 1 (D01). The Supervisor I will manage and monitor budgets, oversee the preparing of reports for the Maintenance and Operations program, analyzing, tracking and projecting all expenditures, monthly program encumbrance review, develop annual activity plans, Highway Maintenance Engineering budget oversight, manage position control for the Maintenance and Operations program, provide hiring/employment support, Oversees D1's Warehouse operations, purchasing, maintenance timekeepers for 24 crews, maintenance contracts and agreements. Support the Maintenance and Operations management staff, including the District 01's Region Managers' Offices, with the management of financial and personnel services.

**CORE COMPETENCIES:**

As a Supervisor I, 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, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

**TYPICAL DUTIES:**

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

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40%	E	Manage Maintenance and Traffic Ops budgets, develop spending plans and provide projections to Headquarters monthly, work with management personnel to ensure personnel service and operating expense resources are within the spending plans or modifications are made accordingly. Supervise staff that produces various management reports required for effective administration and tracking of resource expenditure. Oversee charging practices and identify and direct corrections in accurate expenditures. Direct the work of subordinate staff associated with these business processes. Oversee and ensure the Maintenance Program stays within allocations.
20%	E	Supervise staff performing liaison activities related to labor relations, personnel transaction document processing, payroll and benefit administration, time keeping, emergency contracts, cooperative agreements, maintenance agreements, utility coordination and accounts payable processing, contract disputes, and accounting processes; directing staff in the development of contracts and contract monitoring. Oversee the hiring for both Maintenance and Traffic Ops.
10%	E	Oversee purchasing for the Maintenance and Traffic Ops divisions. Ensure that staff are following the rules according to the purchasing manual and utilize the appropriate method of procurement for items being purchased. Processing of requisitions for purchase orders and Calcard purchases. Ensure staff completes timely payments of said purchases.
		As a CalCard Manager, responsible for oversee the purchasing of materials and to ensure staff follow the rules and regulations outlined in the purchasing manuals to avoid strikes. Ensuring staff turns in their CalCard packets prior to the 10th of each month.
10%	E	Oversee two warehouse operations within D01. Ensure monthly audits are performed and finalized within the first two weeks of the month, monitor warehouse inventory, assign purchasing to Analysts and ensure timely purchasing to restock warehouse operations. Ensure that materials are received timely and staff provides outstanding customer services for our customers.
5%	E	Process random drug test notices from the Office of Driver Certification and Substance Testing (ODCAST) . Work with supervisors to ensure testing is completed timely and paperwork is return to ODCAST.
5%	E	As the recognized authority for District 1 Maintenance & Traffic Ops policy for budget issues, develop new standards for existing fiscal and personnel resource management process, providing innovative and technically sound alternatives, with an emphasis on good business decision within the scope of acceptable processes and procedures for Management recommendation. Provide analytical studies and surveys, develop and manage cross functional resource activities and identify shortfalls and budget inconsistencies as they occur. Work directly with HQ Maintenance, Traffic Ops and Budget managers to develop resolution strategies within the District.
5%	E	Provide oversight and monitoring of encumbrances, split year funding, development of Allocation Change Requests within North Region, oversight and provide Contract Managers with instruction to avoid inaccurate and inappropriate charging practices.
5%	M	Manage Maintenance and Operations position control to ensure that staffing, FOB/authorized positions and allocations, and reconcile to budget authority position authority.

<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 supervises a group of professional, administrative and non-professional staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must possess sound knowledge and expertise in all facets of business administration, as well as budget planning and financial administration, HR hiring process; must be well versed in the legislative process and the Department's goals and objectives; must have the ability to work independently as a technical expert, make clear recommendations, set priorities and meet deadlines. The incumbent must have excellent analytical, managerial, and organizational skills; must have the ability to quickly acquire a thorough knowledge of the latest budget and personnel processes, as well as the organizational and functional composition of the division; must possess excellent interpersonal skills and work cooperatively with staff at all levels; must possess excellent communications skills, both orally and in writing.

This individual must possess concrete knowledge of the principals of accounting, principals of organization and management, research techniques and statistical principals and procedures; knowledge of the legislative process and department budget

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policies and procedures, and a working knowledge on the budget monitoring system.

Incumbent must be able to perform detailed and careful reviews of budget requests to ensure resource levels are consistent with the division's work priorities and make appropriate decisions. This individual must review, analyze, evaluate, prepare and process Budget Change Proposals and contracts. Incumbent and staff must conduct system studies of functional management systems to determine their effectiveness in predicting Personal Service Dollars and Operating Expense needs; also conducts operational studies to develop workload indicators for use in budget forecasting; conduct work measurement analysis to help develop work norms and performance standards.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The decisions made by the SSMI may be reviewed and must be carefully thought out to assure that established policies and procedures are maintained. This position makes budgetary decisions that have an impact on the various divisions in Caltrans District 1. The incumbent is responsible for ensuring that expenditures stay within budget limits. Failure to do so could result in costly overruns and severe impacts to our fiscal solvency. In this capacity, the position must make diplomatic decisions consistent with State policy. Improper decisions could result in deadlines not being met and monetary loss to the program, other District programs and the State.

### PUBLIC AND INTERNAL CONTACTS

The Supervisor I has frequent contact with the Maintenance Region Manager(s), District Budget Manager, Headquarter Budget representatives and the District and Division Executive Staff. The incumbent will also have contact with various public entities, including contractors and other local governmental offices.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a personal computer. Must be open to change and new information, adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles, must adapt rapidly to new situations warranting attention and resolution, must be able to deal effectively with people using tact and good judgment. Must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

### WORK ENVIRONMENT

Incumbent will work in a climate-controlled office under artificial light. Incumbent may be required to travel and work outdoors and may be exposed 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