

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Manager I	OFFICE/BRANCH/SECTION District 10 – Maintenance	
WORKING TITLE Fleet Optimization Manager	POSITION NUMBER 910-610-6280-XXX	REVISION DATE 4/22/2026

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 Maintenance Manager II (MMII), the incumbent serves as the Maintenance Manager I (MMI), working title, Fleet Optimization Manager (FOM) responsible for developing, establishing, and managing a wide variety of complex support activities for the entire district. The MMI will manage optimization and utilization of fleet equipment, supervise equipment management and rental contracts, transportation of equipment, and service to other district programs to ensure optimization in the district. Act in the capacity of the liaison for the Division of Equipment in optimizing statewide equipment movement and development and delivery of the Fleet Acquisition Plan (FAP). Oversee team for Maintenance facilities repairs and district warehouse operations.

Special Requirement - must possess a valid Class C California Driver's License.

**CORE COMPETENCIES:**

As a CT Maintenance Manager 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.

- **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 - Collaboration, Equity, Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, 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, Prosperity, Employee Excellence - Equity, Integrity, People First, 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, Employee Excellence - Equity, Integrity, People First, Stewardship)
- **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, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, People First, Stewardship)
- **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, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, 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, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Stewardship)
- **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, Equity, Prosperity, Employee Excellence - Equity, Innovation, Integrity, Stewardship)
- **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, Prosperity, Employee Excellence - Equity, Integrity, Stewardship)

**TYPICAL DUTIES:**

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

**ADA Notice**

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40%	E	The MMI (FOM) is responsible for implementing fleet management policies and practices throughout the District. The incumbent will utilize various equipment coordination tools including the Global Positioning System (GPS), garaging and speed reports, Asset Works fleet management database, and the Vehicle Home Storage Permit (VHSP) database, to identify equipment utilization patterns that necessitate optimization actions. Acts as liaison to Division of Equipment (DOE) staff and cooperates with the equipment shop and Statewide Optimization Manager. Communicates and implements fleet policies and planning activities at the district level working with all levels of management, statewide equipment managers and coordinators, equipment shops, and vehicle operators. Participates on the District Annual Fleet Acquisition Plan (FAP) coordination efforts under Department of General Services (DGS) Office of Fleet and Asset Management (OFAM). Makes presentations and attends equipment and fleet related meetings, attends mandated and specialized training, and relays interpretation of new requirements to management.
15%	E	Supervises the CMAS (Sp); Equipment Manager (EM) and CEOII; (District Equipment Transport Operator) to deploy, transport and optimize district fleet. In addition, coordinates with the DOE Shop Superintendent concerning equipment down time and/or repair costs and recommends appropriate corrective action to the District Managers and Superintendents.
15%	E	Supervises two warehouse employees; Warehouse Materials Specialist and Warehouse Worker managing the District Maintenance Warehouse and verifies on a regular basis that inventories are correct and expenditures are within allocation. The incumbent will provide the District with ongoing assessments of facilities, material, equipment, resource needs & usage, to accomplish District workloads at the prescribed levels for warehouse purchasing.
15%	E	Supervises two facilities employees; Stationary Engineer and Maintenance Mechanic managing repairs to State owned facilities that are under Caltrans Maintenance purview outside of DGS.
10%	E	The incumbent will be the lead for the District or District representative for the Maintenance Zero-Emission Vehicle Infrastructure (M-ZEVI) Program. The MMI will act as the liaison to HQ Program Coordinator and provide support in the deployment of Level 3-DC Fast Chargers (DCFC) at District facilities. In addition, represent the district on any committees relative to the Electric Vehicle (EV) Infrastructure and coordinate any projects that implement EV infrastructure along side the Administrative Program and Department of General Services (DGS).
5%	M	Attend meetings in support of D10 Maintenance activities and acts on behalf of the Regional Manager integrating the Department's Strategic Plan into the program.

<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 the District 10 Equipment Manager, Equipment Transport Driver, Maintenance Warehouse Materials Specialist, Warehouse Worker, Stationary Engineer, and Maintenance Mechanic.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The MMI-FOM must understand the principles and techniques of personnel management, the department's Equal Opportunity Policy, labor relations program, and Caltrans Injury and Illness Prevention Plan. Must possess knowledge of maintenance budgeting, contract writing, purchasing, personal computers, and equipment operation. Must possess a thorough knowledge of maintenance functions and the Mission, Goals, Vision, and Values, of the Department of Transportation.

Must have knowledge of the materials, methods, and equipment used in maintenance along with the ability to plan, organize, and direct the work of others. Must be able to analyze situations accurately and develop an effective course of action on very short notice. Be able to relate to and work with interdisciplinary groups and large segments of the public, make effective presentations, and prepare written and oral reports.

Ability to read and write English at a post high school level. Must be able to articulate program policies and goals to management, staff, and the public. Must be able to communicate effectively and tactfully and possess sound techniques for handling sensitive issues.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Error in analysis, action, conduct, and decisions could result in the inefficient use of resources, loss of individual and departmental credibility, poor employee morale, and affect the ability of Caltrans to deliver its work program on schedule and within budget. Errors in judgment could result in inappropriate purchases and compromised stewardship, damaged equipment, safety hazards, staff injuries, and unanticipated costs.

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### PUBLIC AND INTERNAL CONTACTS

Internal customers include Headquarters Program Managers, Division Chiefs, District Directors and their Deputies, Division of Equipment, Maintenance Managers, Superintendents, Equipment Managers, and rank and file staff. Contacts include both internal and external partners, other agencies, and the public. The MMI-FOM may also conduct business with external control agencies including the Department of Finance, Legislative Analyst's Office, Department of General Services, and other internal and external partners. Attitude and public image of the Department is essential.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time using a keyboard and video display terminal. The MMI-FOM must have the ability to develop and maintain cooperative working relationships with those contacted in the course of business, communicate effectively, and respond appropriately to difficult situations. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames. Must travel throughout District to participate and coordinate training, meetings, evaluations of equipment, and manage contracts and services.

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### WORK ENVIRONMENT

MMI-FOM will work in a climate-controlled office under artificial lighting, as well as traveling to field locations at varying times of the day or night in potentially inclement weather as required. Will be required to traverse office complexes, parking lots, equipment repair shops, sidewalks and highway facilities. Working extra hours may be required, and vacations may be restricted during peak times and fiscal year-end closing. Assignments in the field will be required where exposure to high speed traffic will occur. During field operations the MMI-FOM will be required to wear and use mandated personal protective equipment and follow all policies, procedures, and safe working practices.

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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.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE