

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Hwy Equip Supt	OFFICE/BRANCH/SECTION Division of Equipment/Office of Maintenance and Repair	
WORKING TITLE Chief, Office of Maintenance and Repair	POSITION NUMBER 932-001-6816-925	REVISION DATE 07/21/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

**GENERAL STATEMENT:**

While working for the Caltrans Division of Equipment, the incumbent will work under the general direction of the Division of Equipment (DOE) Director, CEA. The Chief, Office of Maintenance and Repair (OMR), North is responsible for coordinating with statewide District Management regarding field shops maintenance and repair priorities, ensuring field shops are meeting District Management's expectations, and serving on task forces or special study committees (environmental staffing, performance equipment) to document and resolve complex departmental issues, such as compliance with performance reviews, audits, and zero based budget. These forums may include other state agencies and various Caltrans divisions. Addresses any findings from control agencies or control divisions regarding shop operations.

**CORE COMPETENCIES:**

As a Supervising Hwy Equip 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Climate Action - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Climate Action - Integrity, Stewardship)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Climate Action - Collaboration)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety, Climate Action, Employee Excellence - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Innovation, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety - Collaboration, Innovation, 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. (Employee Excellence - Collaboration, People First)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Safety, Climate Action - Innovation, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Collaboration, People First, Stewardship)

**TYPICAL DUTIES:**

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

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20%	E	Manages, directs, coaches, and develops OMR superintendent specialists and Field Shop Superintendents through various means of communication which include verbal and written feedback using memos, e-mail, and telephone contacts. Coordinates, monitors, and distributes approved policies, directives, and publications (field mechanic handbook) to OMR staff. Evaluates, assists, and coordinates field shop workloads. Develops and implements statewide workload norms/standards. Directs and monitors field shop operations, reviewing and recommending improvements and efficiencies in areas including supervision, customer service, increased vehicle usage, and oversees the implementation of these improvements. Monitors shop accomplishments and assesses shop performance measures. Reviews and monitors the reports of the Fleet Management System (FM) Auditor and the Fleet Optimization Manager. Researches and identifies new technology for improvement to DOE's FM system and coordinates effective and efficient implementation. Provides direction to ensure the Department's fleet is utilized effectively and efficiently.
20%	E	Coordinates with statewide District Management regarding field shops maintenance and repair priorities. Ensures field shops are meeting District Management's expectations. Serves on task forces or special study committees (environmental staffing, performance equipment) to document and resolve complex departmental issues such as compliance with performance reviews, audits, and zero based budget. These forums may include other state agencies and various Caltrans divisions. Addresses any findings from control agencies or control divisions regarding shop operations.
15%	E	Uses OMR workload standards and performance measures to develop: Field Shop policies and directives; various publications (field mechanics handbook Shop Operations Handbook); succession planning to address areas of personnel management, resource management, customer service, and fleet management (i.e., future District, staffing, training, and funding needs); long and short term strategic operational plans for Field shops; performance reviews; and DOE's goals and objectives. Manages the distribution and implementation of tools to the OMR personnel and their adherence.
15%	E	Annually utilizes various data (mapping, fleet count/usage, density survey) and reports (EFIS, allocations, expenditures, fleet replacement) to develop the OMR allocations for staffing, operating expense, equipment, lands and building, tools, and expendable property. Monitors and reviews shop expenditures against budget allocations and submits requests for allocation augmentations as necessary to the DOE, Office of Budgets and Administration.
10%	E	Travels to Field Shops as necessary to maintain open communication with Caltrans District offices, district customers, and Field Shop Superintendents. Attends meetings with Shop personnel and various levels of district management to provide clarification and explanations regarding policies and procedures. Addresses any safety issues identified by Shop Personnel and/or District equipment units. Observes, audits, and monitors Shop adherence to policies and procedures, and addresses as needed.
10%	E	Consults with the Division of Human Resources, Labor Relations, Discipline Services, Workers Compensation, and Union representatives and makes recommendations regarding personnel issues such as hiring, recruitment, development, disciplinary matters, labor contract concerns, and exams. Monitors and reviews staff disciplinary actions and prepares Individual Development Plans. May participate on various examinations working with the Exams unit being a subject matter expert or panel member for various exams administered to candidates for positions with Shop production forces as requested by the CalHR.
10%	M	Regularly reports to the Division Chief to keep him/her apprised at all times on matters of concern concerning DOE and fleet equipment. Directs the resolution of difficult and complex administrative problems relating to personnel, budgets, fleet management, and Shop operations.

<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**

Supervises and provides management direction to staff within the Office of Maintenance and Repair. These staff consist of Highway Superintendent I's, II's, and III's.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of all functions of Field Shop operations, Office and Departmental policies and procedures, good management/supervision techniques, and business practices. Must use good judgment and professional communication when

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advising Field Shop Superintendents and in recommending Headquarters resolution of district problems. Requires the analysis of problems associated with individual Shop budgeting, District level fleet management, and Shop operations issues to arrive at recommendations for changes or improvements. Problems could be in the areas of policies, procedures, administration, personnel training, or equipment. Must have extensive background in the equipment field, which may include purchasing, operating, maintaining, repairing, and disposing of equipment.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in decisions made within this Office could have major impacts to the Division of Equipment and the Department. Lack of foresight in resource requests could hamper the DOE's ability to provide the service expected by the Department and public entities using our services.

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### PUBLIC AND INTERNAL CONTACTS

Conducts business with manufacturers' representatives, vendor representatives, other State Departments, Labor Representatives, Headquarters and District representatives such as: District Directors and their Deputies; Maintenance Superintendents and Equipment Managers; Division of Human Resources personnel; Division of Administration personnel, and all DOE personnel.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must have the ability to develop and maintain friendly and cooperative-working relationships with those contacted during the course of the work and to communicate effectively. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames.

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### WORK ENVIRONMENT

Employees will work in a climate-controlled office under artificial lighting.

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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)

EMPLOYEE (Signature)

DATE

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)

SUPERVISOR (Signature)

DATE