

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Supervisor	OFFICE/BRANCH/SECTION 04/Maintenance/Specialty Region	
WORKING TITLE Caltrans Maintenance Supervisor - Delineation	POSITION NUMBER 904-760-6301-xxx	REVISION DATE 06/16/2026

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 a Caltrans Maintenance Area Superintendent, the incumbent oversees and supervises the work of a crew in the District Wide Delineation Crew. He or she is responsible for the actions of their crew members and is subject to handle the discipline there-of. Supervisor will maintain an organized systematic scheduled method of accomplishments of the needed work, according to the prioritized needs to the Region, i.e. immediate safety items, highly visible items, regional office requirements, scheduled complaints, and regularly scheduled maintenance of the district. Must possess a valid and unrestricted Class C driver's license. May be required to work alternate work shifts such as but not limited to 9/80, 4/10 nights, weekends and holidays. Traveling is preferred but not required and occasionally, work out of town may be mandated on 'per diem.'

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Climate Action - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - People First)
- **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. (Prosperity - 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 - People First)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety - People First)
- **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. (Climate Action - People First)
- **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 - People First)
- **Workforce Management**: Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety - Pride)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Prosperity - Innovation)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Assign, instruct, maintain discipline, and pass on difficult problems in connection with supervising the work of the Delineation crew. Validate and approve employee hours worked and leave time. Review, coordinate, and schedule various jobs within the district, ensuring that required personnel materials, and equipment is available.
25%	E	Using various computer software, prepares reports of work progress and prepares supervisory reports covering labor, equipment, and materials used. Prepare monthly expenditure and material usage reports. Review and initiate all purchase requests and written responses through electronic mail. Review and ensure accident forms for damage are correct and uniformly submitted. Review and inspect procedures and techniques to ensure equipment and other State property are properly protected and maintained.

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20%	E	Conduct safety meetings and ensure staff is properly trained and qualified to perform assignments. Review and record timely completion of tailgate meetings, accident, safety, and storm-water reports. Respond to emergencies and major incidents such as traffic accidents, highway spills, floods, and storms.
10%	M	Accomplish special assignments which could be district or departmental requirements such as Level of Service reviews and Chapter 8 (Safety). May cover for other supervisors during short-term absences.

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

Directly supervises a group of various Leadworkers, Equipment Operators, and Workers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Materials, methods, and equipment used in the maintenance of highways. Operations and maintenance of equipment and tools used in highway road delineations, provisions of the California Vehicle code (CVC) as it applies to the loading of motor vehicles, rules and regulations pertaining to highway maintenance practices; detour and warning signs placement, accident prevention techniques, traffic control, principles of effective supervision, ability to read highway engineering drawings, plans, maps, layouts, and detailed schematics.

The position requires extensive maintenance expertise to analyze situations accurately and direct the crew accordingly to inspect and or maintain state highways. Ability to direct the most appropriate course of action to maintain a high level of safety during operations. It is the prime responsibility to maintain a constant review of all facility components and to analyze them to ensure a compatible environment that would not cause serious health problems or result in death. Develop an effective use of all computer skills and maintain those skills in preparation for future needs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes routine decisions pertinent to his or her phase of responsibility. If an error in judgment is made, it could result in problems ranging from a minor inconvenience to departmental embarrassment. However, serious errors especially during emergencies or during a natural disaster or other emergencies could result in loss of life or closure of a state highway, and state liability could be extensive.

PUBLIC AND INTERNAL CONTACTS

Incumbent will routinely contact or interact with other Caltrans personnel, contractors, engineering consultants, and the public. These contacts may take the form of verbal or written communications relating to the assignment. The incumbent will be in a high visibility position as a State representative.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work on a keyboard; manual dexterity; sitting for long periods; ability to focus for long periods of time. Must have the ability to drive State vehicles to remote locations for inspections and or investigations of maintenance issues. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Develop and maintain cooperative relationships with subordinates; must be able to organize and prioritize large volumes of varied work-related assignments. May be subject to handling irate public in a calm manner. Ability to resolve emotionally charged issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus on the issue at hand. Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance.

WORK ENVIRONMENT

Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and snow. May perform work in a climate-controlled office under artificial lighting.

Will be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

The incumbent will be responsible to assign, adjust, order, and maintain all necessary factors to safely accomplish his or her work in the best interest of the State and the traveling public.

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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.

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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