

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Supervisor	OFFICE/BRANCH/SECTION D6/MAINTENANCE/SPECIAL CREWS
WORKING TITLE Caltrans Maintenance Supervisor	POSITION NUMBER 906-670-6301
	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 direction of a Caltrans Maintenance Area Superintendent, the incumbent supervises and works with a crew engaged in the maintenance of a pre-specified territory, within the Fresno Maintenance Area. Will be required to work irregular shifts including nights and weekends and is required to respond to after-hours call-outs for emergencies. May oversee the work of a group of non-State or community service workers. This is a traveling crew and will require traveling up to 50%. Must possess a valid and unrestricted class "C" California Driver's License.

**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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Prosperity - Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity, Employee Excellence - Collaboration)
- **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, Employee Excellence - Integrity)
- **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. (Equity, Climate Action - Collaboration)
- **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. (Equity - Collaboration)
- **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. (Employee Excellence - Collaboration)
- **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. (Climate Action, Prosperity - Equity, Integrity)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety, Employee Excellence - Collaboration, Equity)
- **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. (Equity, Prosperity, Employee Excellence - Equity, Innovation)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
40% E	Supervision; plan, organize and direct the work of a crew engaged in projects within the State Highway System on roadways, roadsides, landscaped sections, traffic safety barriers and highway appurtenances. The supervisor is responsible for instruction of crew members in the proper use tools, equipment and methods used in the Caltrans Maintenance Division. Incumbent is responsible for enforcing the Caltrans Injury & Illness & Prevention Program including worksite and facility inspections to identify and correct hazards in work areas. The incumbent responds to emergencies and after hour call-outs within the Maintenance Area.

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20%	E	Daily time keeping utilizing the Departments IMMS program to record employee time, as well as materials and equipment used. Report preparation and record keeping relating to daily activities, as well as budgets using a computer, forms and Departmental programs. Prepare request for materials and services. Process damage claims for damage to State property. Daily time keeping utilizing the Departments IMMS program to record employee time, as well as materials and equipment used. Report preparation and record keeping relating to daily activities, as well as budgets using a computer, forms and Departmental programs. Prepare request for materials and services. Process damage claims for damage to State property.
20%	E	Engage in the planning of group projects, cooperating with Region Managers, Area Superintendents and Maintenance Supervisors from within and outside the Fresno Maintenance Area. Cooperate with the planning of Emergency Operation activities with other Caltrans Maintenance Supervisors in the Area, including planned response to weather related problems (storm patrol, snow/ice removal, chain control, etc.), or take primary responsibility in the absence of a Highway Maintenance Superintendent.
10%	E	Safely work with and assist crew performing highway maintenance duties. Provide on-site direction including correction of safety violations
5%	M	Establishes and maintains a good relationship with local community and law enforcement officials and the traveling public to preserve a good image for the Department.
5%	M	Attend training sessions to remain current with technologies, Departmental policies and training for trainers.

<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 a crew primarily made up of, but not limited to: Leadworkers, Equipment Operators and Workers.

Works under the general direction of a Caltrans Maintenance Area Superintendent, but is expected to operate with a high degree of independence.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have the ability to plan, organize and direct the work of others.

Must have knowledge of the principles of effective supervision; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Must have the ability to read, write and maintain accurate records.

Must have knowledge of the provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles, highway operations, safety rules and practices, including placing of detour and warning signs.

Must have knowledge of safety practices; fire prevention techniques; emergency first aid, the basic occupational safety and health regulations contained in Title 8 Industrial Relations – Construction and General Industry Safety Orders as well as the safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program. Knowledge of basic safe work practices and the supervisor's role in maintaining an effective Injury and Illness Prevention Program. Must have the ability to detect unsafe conditions and practices and to plan, organize, conduct and evaluate safety-training programs.

Must have knowledge in the use of modern methods of propagating, planting, cultivating and caring for trees, shrubs, flowers, and various types of ground cover, as well as types of plant pests and diseases and the methods for their control and eradication; methods, materials, equipment, and tools used in highway landscaping work. Must have the ability to identify flowers, trees, and shrubs commonly grown in California; plan minor highway landscaping projects; maintain irrigation and drainage systems; operate and care for maintenance and landscape equipment; inspect contract landscaping work for compliance with contract specifications; interpret landscaping plans, blueprints, sketches and read and understand specifications.

Must have ability to analyze situations accurately and adopt an effective course of action.

Must have knowledge of materials, methods, and equipment used in the construction and maintenance of highways and structures; operation and maintenance of equipment and tools used in highways or structures maintenance and construction; characteristics of heavy maintenance and construction equipment. Rules and regulations pertaining to highway and structure maintenance practices, including placing of detour and warning signs; accident prevention techniques; rules and regulations pertaining to inspection on encroachments.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The Caltrans Maintenance Supervisor will make decisions affecting the action of his/her subordinates during their scheduled routine activities. When confronted with emergency situation, the Caltrans Maintenance Supervisor's judgement should consider the protection of lives, the environment and property. Improper safety practices could cause serious accidents or injury to self, co-workers or the traveling public.

This position has been designated as safety sensitive in accordance with the Department of Personnel Administration Rules 599.960 and 599.961. Use of alcohol and/or drugs that impede the employee's ability to perform his or her duties safely and

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effectively could clearly endanger the health and safety of others, resulting in injury or death.

## PUBLIC AND INTERNAL CONTACTS

Communication with employees, engineers, news media, law enforcement, outside agencies and the public is crucial in this position on a daily basis. The incumbent will work closely with California Highway Patrol representatives, other government agency representatives and members of the public as well as all levels of Caltrans Management on a variety of subjects where the right attitude will be key to successful communications and a positive Departmental image.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear safety equipment, such as earplugs, hardhats, latex gloves, rain gear, rubber boots, coveralls, eye protection, as well as occasionally activities requiring a breathing apparatus. The incumbent will be required to move heavy objects, stand or sit for prolonged periods, bending, stooping, and or kneeling. The incumbent may have to walk on uneven surfaces, climb slopes, ladders, and work on elevated scaffolding. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situation, recognize emotionally charged issues or problems, and acknowledge the various responses.

## WORK ENVIRONMENT

Incumbent can expect to be outside most of the day in all kinds of weather. The work is physically demanding and requires stamina, agility and strength. May be subject to sunburn, insect bites, loud noises, dust and chemicals. In addition the job is potentially hazardous because it is performed at the side of the road or in the roadway itself, where workers are exposed to vehicular traffic. There is a possibility of injury by working with and around heavy equipment, hot and/or pressurized material. Incumbent may be required to work rotating or irregular shifts, including nights and in emergency situations caused by storms and floods. Incumbent may be assigned to a snow removal territory.

Reviewed and Approved for advertising:

\_\_\_\_\_  
SUPERVISOR (signature)

\_\_\_\_\_  
(print)

\_\_\_\_\_  
DATE

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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