

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Bridge Maintenance Sup	OFFICE/BRANCH/SECTION 04/Maintenance/Toll Bridge Region	
WORKING TITLE Bridge Maintenance Supervisor	POSITION NUMBER 904-670-6310-xxx	REVISION DATE 01/15/2026

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the direction of the Area Superintendent within the Toll Bridge Region, incumbent works with and assists in supervising the work of a crew engaged in Bridge Maintenance, Toll Booth scrubbing, Emergency Roadway Service and Construction work. Incumbent is expected to operate independently in determining and scheduling work to be done. Incumbent uses own judgment within limits of prescribed guidelines. Possession of a valid driver's license is required when operating a State owned or leased vehicle. Possession of a valid Class B or Class A commercial driver license with endorsements P (Passenger/Bus), H (Hazardous Material) and N (Tank Vehicle) is desirable.

CORE COMPETENCIES:

As a CT Bridge Maintenance Sup, 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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - Engagement)
- **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. (Cultivate Excellence - Integrity)
- **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 First, Enhance and Connect the Multimodal Transportation Network - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Advance Equity and Livability in all Communities - Equity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Cultivate Excellence, Advance Equity and Livability in all Communities - Equity, Integrity)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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45%	E	Incumbent supervises, guides and directs the activities of crews involved in maintenance functions that are required to maintain State-Owned Toll Bridges, appurtenance structures and facilities. The incumbent instructs, inspects and oversees the repair of concrete, asphalt, epoxy overlays for bridge decks and roadways. The incumbent instructs, inspects, and oversees crews making repairs and /or maintain structural steel elements, concrete and timber structures, landscaped areas as well as maintaining buildings and toll bridge facilities, cleaning of bridge deck drainage systems, pier s and lubrication of various bridge components. Incumbent directs the operations and methods of other types of maintenance.
25%	E	Incumbent is responsible for minor maintenance related repairs to maintenance stations, toll plaza facilities including but not limited to door repairs, minor plumbing repairs, painting, attenuator repairs, gate arm repair and replacement. Incumbent crew will be required to perform custodial duties on occasion at the maintenance facility such as; sweep and mop the floor, clean the restroom (clean the commodes, sinks, urinals and empty the waste cans), clean windows, pressure wash the outside of buildings and keep up the landscaping around the maintenance facility.
25%	E	Incumbent requires to perform daily accounting of crew expenditures i.e., daily time sheets, monthly computations and conduct cost analysis and indicate needs that would require work to be contracted out and provide a justification for the reason for the expenditures. As well as other duties as required by the Area Superintendents and Region Managers. Ensures that State equipment is properly operated and maintained by: completing vehicle inspections, review and sign pre-/post operations forms and schedule equipment for repairs as needed.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

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

The incumbent plans, schedules, directs and assigns the work of a crew. This includes scheduling work according to deadlines, training employees and evaluating their performance and taking or recommending appropriate action. Supervision is direct and continuous.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires the knowledge of approved methods, materials, tools and equipment required to safely completing the tasks as described above. Ability to read write and converse in the English language at a level appropriate to the classification. It is desirable, not mandatory to have a Class "A" Drivers License. Must be willing to work non-traditional work schedules to accommodate special events, emergencies or projects that effect the Region or Caltrans. Incumbent must have knowledge of functions his/her crew is performing. Must be able to work from a work boat while engaged in the bridge maintenance functions at the water level. Must be able to take part in homeless camp cleanup and recognize associated hazards.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incorrect decisions or errors in judgment could result in improper work practice that may endanger the safety of both Caltrans employees and the public. Many of the issues are often of an extremely sensitive and confidential in nature, which have and impact on all district Maintenance employees. A serious error could result in an employee grievance, possible violation of health and safety standards, fall short of maintenance program objects or extensive legal/mandatory liability.

PUBLIC AND INTERNAL CONTACTS

The nature of a Supervisor's work is such that it requires working in close cooperation and communication with other crew's members, state agencies, and at times, the traveling public. they are responsible to ensure that the activities of their crew(s), which are highly visible to the traveling public, project a favorable image at all times. The Supervisor's direct public contact is when handling claims for damage to bridge patron's vehicles or in handling roadway emergencies. Their proper handling of these situations forms positive public opinion concerning the merit of public employees and the services that are provided.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical agility and physical fitness is a must to work on structures under continuous adverse weather conditions. Vision and hearing must be normal, or corrected to normal. Willingness to work rotating shifts including weekends, and to work at extreme heights from suspended scaffolding. Must be physically able to use specific typed of respirators for the type of work. Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

WORK ENVIRONMENT

Extreme weather conditions (hot and cold)

Height over 300'

Work around moving equipment

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Work around fast moving traffic
Work inside bridge structures
Work in areas of Limited Space
Work around lead base paint
Work on and from a work boat out on the bay
Work around biohazards waste
Loud Noises

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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