

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION 03/709/Sutter Sierra Region	
WORKING TITLE Region Contract Manager	POSITION NUMBER 903-709-6282	REVISION DATE 01/2025

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

GENERAL STATEMENT:

Working under the general direction of the Caltrans Maintenance Manager I, the incumbent will initiate, coordinate prepare, schedule, and direct contract work for a territory covering 2250 lane miles that spans 9 counties which include: Placer, Nevada, Butte, Colusa, Sutter, Sierra, Glenn, Yuba and El Dorado. The contracts to be managed will be for a variety of specialized field maintenance activities such as but not limited to; debris removal, pavement grinding, guardrail repair, rest area cleaning and snow personnel motel housing. With his/her detailed and specific knowledge about materials, methods and equipment used in the construction and maintenance of highways, structures, tunnels and tubes, and Caltrans maintenance methods, the Region Contract Manager will manage a portfolio of contracts required to accomplish peak and/or occasional workload within the Region. The incumbent may be required to work irregular schedules. The Sutter/Sierra Region is a high profile snow region and travel is required.

CORE COMPETENCIES:

As a CT Maintenance Area 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.

- **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. (Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation)
- **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. (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. (Employee Excellence - Collaboration)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Employee Excellence - Collaboration)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Employee Excellence - Pride)
- **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)
- **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. (Employee Excellence - Pride)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Equity - Equity)

TYPICAL DUTIES:

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

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40%	E	Develop, review and maintain all field contract activities involving the contractor while working with District Budgets and the Department of Procurement and Contracts (DPAC). Prepare and review the scope of work performed by field vendors to ensure all work is completed per the contract language and the compliance measures. Review and track prevailing wage contracts. Write and issue Task Orders to direct work on Public Works contracts. Review & maintain all Field & Facility contracts such as: garbage, sanitation, guardrail, grind & pave, linen, revenue agreements, rodent control, janitorial, inmate programs, CCC, water testing, motel and housing for snow removal. Work with the California Conservation Corp, Cal Fire and County Inmate Crews for litter removal, brush removal and Storm Water BMP contracts. Coordinate and utilize District 3 Storm Water funding, working closely with the District 3 Storm Water Coordinator, and keeping track of all contract dollar amounts. Works closely with District 3 Budgets for Maintenance. Ensure vendors are in compliance with safety regulations for roadside rest areas. Prepare contract requests, including scope of services, requests for amendments and renewals as needed, and resolve issues to facilitate contract approval. Schedule contract work to optimize program effectiveness.
20%	E	Ensure that work is performed within the scope of work, on schedule, within budget, and that all work is completed and is accepted by the Department before the contract(s) expire. Site review of Contractors and sub-contractors to ensure compliance with all contract provisions, Contractor's performance and terminate contract if appropriate. Inspect contract work in active work zones in accordance with Caltrans highway safety guidelines. Close out contracts when appropriate including the disencumbering of funds, evaluation of contractor, authorization of final payment of invoices and if applicable, request renewal of contract.
20%	E	Review reports provided by Headquarters Maintenance, Accounting, Budgets and others. Work with District Budgets Unit to resolve contract, budget and accounting issues to assure budget capacity and correct charging practices. Track, maintain and analyze internal Region spending to ensure budget compliance and fiscal responsibility. Act as back-up to the Procurement Analyst.
10%	E	Develop and maintain contract cost and production data as required for program evaluation and vendor compliance review. Obtain and review contract data records ensuring contract specifications are met. Evaluate Contractor's performance to ensure services are performed according to the quality, quantity and manner specified in the contract.
10%	M	Review manual revisions and safety orders for their application and impact on Maintenance Contracting activity. Evaluate Legislative Bills for possible impact on Maintenance Contract. Evaluate employee suggestions that apply to maintenance contracts for the Merit Award Board.

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

May act as a Lead when the Maintenance Manager I/II or other Superintendents are unavailable.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Considerable initiative is required for this position. The incumbent must establish and maintain records and prepare cost estimates and reports; assist in the preparation, reading, interpretation and work from technical contract documents; analyze situations accurately and adopt an effective course of action; detect unsafe conditions and practices. Must be familiar with the various resources needed to properly prepare reports concerning Maintenance Contracts. The Region Contract Manager is responsible for maintaining all invoices, records and relevant documentation for three years after the termination of a contract. At any time during this period, an independent audit may be conducted to verify performance, compliance, and appropriateness of authorized payments. The Region Contract Manager must manage resources, equipment and materials used in highway, landscape, or structure maintenance, managing scope, schedules and cost as well as monitoring performance of contractors. The Region Contract Manager must have knowledge of the procurement rules and procedures, rules and regulations pertaining to highway emergency services, provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles and accident and fire prevention techniques.

Incumbent must have a thorough and practical working and technical knowledge of the work done by maintenance personnel as well as rules and regulations pertaining to encroachment on the highway. Other areas of knowledge required by incumbent include, but are not limited to, the Departmental Safety Manual, the Maintenance Manual, the Code of Safe Operating Practices, and the California Code or Regulations, Title 8, Industrial Relations, Safety Orders. Must be able to analyze situations accurately and adopt an effective course of action; detect unsafe conditions and practices; and plan, organize, conduct, and evaluate safety training. Must be able to communicate well both in writing and in person, with all levels of maintenance management. This includes both District and Headquarters functions. Must be able to deal effectively with people.

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Must have a thorough understanding of the Department's functions and resources, an understanding of the many transportation programs throughout the Department; exclusive knowledge of highway maintenance, landscape and roadside maintenance; staffing and fiscal control. Must possess a thorough knowledge of statewide Maintenance functions and the purpose, mission, vision and goals, as well as the organization and procedures of the Department of Transportation.

Must understand the overall goals and objectives of maintenance program.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible to provide guidance and direction, as well as oversee the activities of contractor. Ensure that the contractors and/or sub contractors adhere completely with all aspects of the contract and with State policies and procedures. Errors in judgment or procedures may result in inefficient use and/or alter funding of resources; affect Caltrans' ability to deliver its work programs on schedule; compromise public safety and may incur liability and embarrassment to the Department. Errors in improper work practices could endanger the safety of Contractor's staff, Caltrans employees, and the public.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have contact with contractors, vendors, suppliers, Field Maintenance personnel, District, Headquarters and other Caltrans Departmental staff. Incumbent is required to project a professional image, and develop and maintain effective working relationships.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will work in a climate controlled office under artificial light. Must have the ability to work on a keyboard and video display terminal, and sit for a long period of time. Will be required to travel in state and work outdoors 45% of the time. May be required to move/place objects by lifting, pulling, pushing, and carrying; as well as grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground and working in confined spaces. The incumbent will be required to wear earplugs for loud noises; wear appropriate safety gear at all times. The incumbent will spend considerable time in the field, both traveling to and from work sites and on foot while inspecting contractor's work.

The incumbent must be able to cope with emotionally charged issues and will be required to remain tactful and courteous but firm when dealing with contractors or the public under stressful and possibly adverse conditions. The incumbent must be emotionally stable, alert, and aware at all times, and must be able to see and hear, with or without corrective assistance, at a level required for satisfactory job performance to ensure the safety of the traveling public.

WORK ENVIRONMENT

Work irregular hours during winter season to administer region snow haul contracts or act as the night Superintendent for the Sutter Sierra Region Area. Work locations may be in any part of the Region and weather conditions will vary widely from hot and mostly dry summers with occasional heavy thundershowers to wet and cold winters with heavy snow and rain. Incumbent must be prepared to work outdoors in inclement weather and extreme temperatures.

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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