

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION District 7/ Maintenance / North Region	
WORKING TITLE CT Maintenance Area Superintendent	POSITION NUMBER 907-610-6282-918	REVISION DATE 1/2025

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

GENERAL STATEMENT:

Working under the supervision of a Caltrans Maintenance Manager II, the incumbent is responsible for the Levels of Service assigned to road and/or landscape crews in his /her area and which may include four to six cost centers; responsible for the review of contracts submitted for his/her assigned area; responsible for the review and proper maintenance/operation of assigned equipment; responsible for the training, safety, upward mobility, administrative transactions of assigned employees to the area of responsibility. The incumbent will be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers

This classification requires a valid Class C California Driver's License. Duties include, but are not limited to:

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. (Safety, Prosperity - Collaboration, People First)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - People First)
- 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. (Employee Excellence - Collaboration, People First)
- 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. (Prosperity, Employee Excellence - Collaboration, People First)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity, Employee Excellence - Collaboration, People First)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Collaboration, Equity)
- 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. (Prosperity - Collaboration, Pride)
- Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Employee Excellence - Integrity, People First)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity - Collaboration, Integrity)

TYPICAL DUTIES:

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

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45%	E	Assigns work, gives direction to, and maintains discipline among subordinate crew supervisors. Develops estimates for regular and special maintenance and minor improvement work, which includes extracting and evaluating data from Integrated Maintenance Management System reports, as Major Maintenance Projects. Responsible for efficiently utilizing and balancing priorities among all available resources including regular staff, intermittent staff, overtime, service contracts, construction projects, operating expenses, rented and departmental equipment , and other Caltrans staff in order to adequately respond to the needs as they arise and assure that Levels of Service are maintained. Shall spot check the inventory review for accuracy and provide any needed support during inventory reviews. Responsible for assuring the accuracy of all data that is input into the Integrated Maintenance Management System for their area per Maintenance Policy Directive. Reviews job sites, evaluates assigned areas for alignment with Levels of Service. Review Work Plans submitted by area supervisors and makes final recommendations to assure that work priorities are set through preventative maintenance utilizing Maintenance Manual I and II and Levels of Service, assures that supervisors incorporate Customer Service Request into work plan by priority. Monitors and evaluates personal year expenditures, recommends staffing assignments, reviews and approves equipment/material purchases per department policies. Analyzes situations accurately and adopts an effective course of action. Responds to incidents involving decisive and physical actions. Analyzes vehicle usage and fob reports and take actions to mitigate any further underutilization or non-use.
30%	E	Accountable for ensuring all regulations and safety and health practices, policies and procedures as contained in the IIPP. Reviews Safety Manual, Chapter 8 and Code of Safe Practices. Implements, maintains and enforces Department's safety rules, policies and procedures. Maintains current Certification in all of the Departments required mandatory training such as but not limited to; Work Place Violence, Sexual Harassment, Title VI, Ethics, Diversity, Reasonable Suspicion, Defensive Driving, First Aid and Hazmat First Responder Operations certifications. Ensures crews are properly trained and qualified (first aid, equipment, etc.) and maintains a workplace free of discrimination. Maintains discipline, evaluates subordinates performance and takes or recommends appropriate disciplinary action. Respond to maintenance inquires from public and/or other Caltrans departments. Attend meetings and training classes as required. Evaluates and approves/disapprovest the closing/opening of state highways due to weather conditions or vehicle accidents.
20%	E	Reviews and approves equipment/material purchases per department policies. Reviews assigned area with Maintenance Engineering Branch to identify future projects, review project plans through planning phases to incorporate Maintenance needs, review areas of Delegated Maintenance for proper charging. Selects, trains, and evaluates the performance of subordinates, takes or recommends personnel actions as appropriate and provides safety training and supervision. Responsible for all training and career development of subordinates.
5%	M	Represents the Region at meetings, functions, public contacts etc. in the absence of the Manager I or II, or when 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

Direct supervision of Caltrans Maintenance Supervisors. Incumbent may at any time be placed in charge of region crews as acting Regional Manager I or II. Shall directly supervise private contractors for Caltrans service or emergency contracts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: The incumbent Must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; provisions of the current California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices, including but not limited to Maintenance Manual Vol I and II, IIPP, Code of Safe Operating Practices (COSP), Standard Specifications and Plans etc. Must have knowledge of the principles of effective supervision; responsibility for promoting equal opportunity throughout the workplace; maintain a work environment free of discrimination and harassment; maintain and effective Injury and Illness Prevention Program. Must be able to direct the training and development of personnel in various types of operation; modify and change work methods to solve various problems encountered in daily operations and during emergency situations; determine equipment and personnel needed to complete a job. Must possess knowledge of basic occupation safety and health regulations in Title 8 Industrial Relations-Construction and General Safety Orders. Ability: Plan and give directions at a level required for successful job performance; organize, conduct and evaluate safety training programs; analyze grade and slope status; install and evaluate retaining walls; interpret blue prints; detect unsafe working conditions; follow oral, and written instructions; communicate clearly over a two-way radio system and keep accurate records. Analyze situations accurately and adopt an effective course of action, communicate effectively, prepare

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correspondence, clear and comprehensive reports. Must have administrative abilities and be able to maintain monthly expenditures of equipment usage, material usage, personnel hours and record keeping. The incumbent must have the ability to establish and maintain order, while treating subordinates, coworkers and court referrals in a respectful professional manner. The incumbent must maintain a moral standard that reflects favorably upon the Department; act forthright in all communications with subordinates, peers, supervisors, and other contacts; be in good steward of all resources placed with his or her sphere of influence. Prepare correspondence, clear and comprehensive reports and communicate effectively. Analytical: The majority of this position is of an analytical nature. This employee must be able to use established methods to analyze existing work standards and develop new standards as needed. Analyze the use of employees, equipment and materials for specific maintenance operations, to review costs and formulate unit cost information. Analyze field data and properly prepare reports for use by upper management. Much of this position is mentally intensive. Incumbent must be able to interact well with employees and individuals from many different cultural backgrounds. Incumbent must also have physical ability to react quickly to errant motorist in the field. Analyze situations accurately and adopt an effective course of action. Analytical ability is required to plan, budget, determine equipment needs and schedule the work of others. As a job is in progress, incumbent must continually assess weather conditions, traffic, equipment breakdowns, etc. and adjust planned work accordingly; including emergencies when quick thinking is essential. Must have administrative abilities and computer skills. Ability to work safe and work effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

While the incumbent is under the general direction of a Caltrans Maintenance Manager I or II; the responsibility for decisions is at this level and poor judgment could result in serious injury or death to the employee, crew members, other Caltrans employees, court referrals, and the traveling public. Resulting in tort liability or employee grievances for the Department. Errors in judgment could also result in civil and/or criminal liability for the supervisor. Need to exercise judgment in determining job needs including (but not limited to) safety and in meeting emergency field situations. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees / representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. Some contact with other governmental agencies, vendors, and others. In all contacts even temperance and effective communication must be maintained. Contact may be with hostile public, the incumbent is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to interact well with employees and individuals from many different cultural backgrounds. Incumbent must also have physical ability to react quickly to errant motorist in the field. Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into an analytical nature 85% of the time on a year-around basis. The remainder of the activity is labor. Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking: Lifting (Floor to bench to Floor) – Items up to 15lbs may be lifted (5%) of the time. Incumbent should ask for assistance when moving items over 50 pounds. Transport and/or Carry – Bagged/boxed material, which may weigh 0 to 15 lbs., must be transported and/or carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 15 lbs. (5%) of the time. Overhead reaching – Overhead work includes filing (2%) of the time. Other Reaching – May include filing, using computer keyboard, or telephone. (50%). Pushing/Pulling – May include filing, using computer keyboard, or telephone. (50%). Twisting - May include lifting, filing, using computer, or telephone. (50%) of the time. Climbing/balancing – Climbing up and down banks, ladders, stairways. Bending/Crouching/Squatting/Crawling – The Superintendent may bend while inspecting contractors and their employees. (10%) of the time. Simple Grasping – This activity is necessary about (95%) of the time. Writing and filing out paperwork or using a computer. Fine Manipulation – This occurs (95%) of a day and usually while writing reports or manipulating the keyboard of a computer. Importance of hearing and sight – both are essential on the job because the employee must hear directions and equipment, and must see in order to perform his/her duty safely. Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. As per Chapter 13 of the Caltrans Injury Illness Prevention program Safety Manual. Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations, and adopts an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by his/her unit and provide high

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quality service to both internal and external customers.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Will be required to travel district wide, work outdoors and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold. May perform work requiring irregular hours, including night shifts, weekends and holidays. Is on call for and responds to incidents involving Maintenance personnel.

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