

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

|                                                  |                                                                 |               |
|--------------------------------------------------|-----------------------------------------------------------------|---------------|
| CLASSIFICATION TITLE<br>CT Maintenance Area Supt | OFFICE/BRANCH/SECTION<br>DISTRICT 7 / MAINTENANCE / WEST REGION |               |
| WORKING TITLE<br>CMAS-Contract Manager           | POSITION NUMBER<br>907-710-6282-XXX                             | REVISION DATE |

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 II, the incumbent initiates, coordinates and prepares, schedules, directs contract work, and monitors Maintenance Contracts. The contracts to be monitored are for a variety of specialized maintenance activities such as debris removal, repairing end treatment, cleaning drains, pavement grinding and guardrail repair. With his/her detailed and specific knowledge about materials, methods and equipment used in the construction and maintenance of highways, structures and Caltrans maintenance methods, the incumbent manages a portfolio of contracts required to accomplish peak and/or occasional workload within the Region. Possession of a valid Class C driver's license 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **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. (Safety, Equity, Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **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, Equity, Prosperity - Collaboration, Equity, Integrity, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Employee Excellence - Collaboration, Equity, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Prosperity - Collaboration, Equity, People First, Stewardship)
- **Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Safety, Equity, Prosperity - Collaboration, Equity, Integrity, Stewardship)
- **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. (Safety, Equity, Prosperity - Collaboration, Equity, Integrity, People First, Stewardship)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety, Equity - Collaboration, Equity, Stewardship)

TYPICAL DUTIES:

Percentage  
Essential (E)/Marginal (M)<sup>1</sup>      Job Description

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|-----|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 35% | E | Acts as Contract Manager for Maintenance Program Contracts. Manages and facilitates contract issues involving the contractor, Maintenance management and staff. Provides logistical field support for contacts effecting day to day and winter maintenance operations. Prepares contract requests, including scope of services, requests for amendments and renewals as needed, and resolves issues to facilitate contract approval. Reviews contracts submitted on purchasing of road maintenance materials; highway inventory assets for warehouse ordering within the Cal Card purchasing guidelines. Monitors expenditures submitted for highway maintenance equipment used in the maintenance repair and upkeep of asphalt and concrete highways, snow removal operations and equipment to effectively administer snow haul service contracts, and of materials methods equipment used in highway maintenance and construction operations. Schedules contract work to optimize program effectiveness. |
| 35% | E | Develops and maintains contract cost and production data as required for program evaluation. Maintains contract data records in accordance to the Department retention policies. Monitors and evaluates the Contractor's performance to ensure services are performed according to the quality, quantity and manner specified in the contract. Ensures that work is performed within the scope of work, on schedule, with budget, and that all work is completed and is accepted by the Department before the contracts expire. Monitors Contractor's and sub-contractor's compliance with all contract provisions including Contractor's performance and terminate contract if appropriate. Inspects contract work in active work zones in accordance with Caltrans highway safety guidelines. Closes 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 | Coordinates and manages maintenance resources within an area of responsibility in order to adequately respond to needs as they arise and ensures that levels of service are maintained. Determines the most cost-effective means to accomplish maintenance work and/or project objectives. Efficiently and effectively manages, utilizes, and balances priorities among all available resources including service contracts, construction projects, operating expenses, rented and Departmental equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 10% | M | Reviews reports provided by Headquarters Maintenance, Accounting, Budgets and others. Resolves contract budget and accounting issues to ensure budget capacity and correct charging practices. Reviews manual revisions and safety orders for their application and impact on Maintenance Contracting activity. Evaluates Legislative Bills for possible impact on Maintenance Contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

<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

This is a non-supervisory position.

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 preparation, read, interpret and work from technical contract documents; analyze information provided by the Maintenance Management System; effectively direct the work of others; 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 incumbent 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 incumbent 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 incumbent 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. care and upkeep of landscaping and associated chemical applications.

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 and 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.

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### 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.

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### PUBLIC AND INTERNAL CONTACTS

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

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent works 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. May be required to travel in state and work outdoors. 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 is required to wear earplugs for loud noise; wear respirators and appropriate safety gear at all times. The incumbent spends 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 is required to remain tactful and courteous but firm when dealing with contractors or the public under difficult 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.

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### WORK ENVIRONMENT

Work irregular hours during winter season to administer region snow haul contracts. 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 |
|------------------------|------|