

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Area Supt	District 7 - Maintenance - West Region	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Maintenance Area Superintendent	907-675-6282-xxx	04/15/2026

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 Manager II, the Caltrans Maintenance Area Superintendent provides general supervision over operations of all highway and landscape crews and activities within the assigned area of responsibility, which may include four to six cost centers. The incumbent is responsible for the review and proper maintenance/operations of assigned equipment and for the training, safety, upward mobility, administrative transactions of assigned employees. Possession of a valid Class "C" Driver's License is required. The incumbent may 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 shifts and required to respond to emergency situations and calls. May be loaned to other cost centers.

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, Integrity, People First, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Stewardship)
- 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. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Stewardship)
- 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. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Stewardship)
- Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- 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. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- 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. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- 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, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Stewardship)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)

TYPICAL DUTIES:

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

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45%	E	Assigns work, gives direction to subordinate crew supervisors, and manages the allocation of maintenance resources within their area of responsibility in order to adequately respond to the needs as they arise and assures the levels of service are maintained. Develops annual work plans for the routine maintenance of their area. Works with the Maintenance Managers and the District Maintenance Engineer to develop long-term road maintenance goals using a combination maintenance strategies with an emphasis on preventive maintenance. Performs inventory inspections of assigned field yards for accuracy to ensure compliance with the Department's policies and procedures and provides any needed support during inventory reviews. assures the accuracy of cost coding, inventory, work order accuracy and service request data that is inputted into the Integrated Maintenance Management System (IMMS) for their area. Efficiently utilizes and balances priorities among all available resources including regular staff, intermittent staff, overtime, service contracts, construction projects, operating expenses, rented and departmental equipment and other Caltrans personnel. Selects, trains and evaluates the performance of subordinates; takes or recommends personnel actions as appropriate, and provides safety training to staff under his/her area.
25%	E	Prepares verbal and written reports to the Maintenance Manager II on the progress or status of the programs in his/her area and responds to requests for information from headquarters, other Branches and other Agencies. Works cooperatively with other agencies (e.g. California Conservation Corps, California Department of Forestry, California Highway Patrol, County/City branches, etc) that may, through various types of programs and/or agreements, provide assistance to the State in the attainment of its highway maintenance program. Makes public appearances on behalf of the Department and responds, often in writing, to public and private inquiries. Recognizes and takes positive action to ensure the highest possible departmental image is maintained. Provides response and timely service to the needs of the Department's customers.
10%	E	Prepares or supervises the preparation of the work involved in requisitioning materials and supplies; the reports covering labor, equipment, and materials used, including storm damage. Works with the District Facilities Manager to ensure the security of the maintenance facilities in their area by directing staff to follow all safety laws and rules in compliance of all environmental and storm water regulations, and State policies and directives. Recommends equipment, telecommunication and budgets for maintenance area. Assigns equipment, evaluates its operating efficiency and has overall responsibility for its proper use and care, which includes reviewing equipment management information such as pre-operation forms and Biennial Inspection of Terminals (BIT).
10%	E	Works with the Region Engineer and coordinates with other agencies (e.g. U.S. Army Corp of Engineers, California Department of Forestry, County/City Branches, etc) to ensure the Caltrans maintenance work performed in the area is in compliance with all archaeological and environmental laws, rules, regulations, policies and directives.
10%	M	Reports and responds to major incidents including but not limited to storm damage, slides, and hazardous incidents by working with their Maintenance Managers and Supervisors and using good judgment as well as making timely and proper decisions regarding the need for road closures, methods of dealing with any issue, and above all, how to safely get the road open to traffic as soon as possible.

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. May at time be placed in charge of a regions crew as acting Regional Manager II. Shall directly supervise private contractors for Caltrans service or emergency contracts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of materials, methods, tools and equipment used in highway maintenance and snow removal operations; accident and fire prevention techniques, the Maintenance Management System (MMS) and the Integrated Maintenance Management System (IMMS); rules, regulations and procedures for the procurement of materials, goods and services; rules and regulations of personnel administration and accounting, and principles of effective supervision and personnel practices; the Department's labor relations; a supervisor's role in safety, health, and labor relations available to meet these program objectives; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and maintaining a work environment that is free of discrimination and harassment.

Must have the ability to supervise and direct the work of subordinates; work effectively alone or with others; analyze situations accurately and adopt an effective course of action; analyze information provided by MMS and IMMS; makes cost estimates and reports; analyze reports, rules and regulations, and apply a budgeting plan, cost control, equipment and personnel needs and work scheduling. Must be able to read, interpret, and work from plans, drawings and specifications; provisions of the California

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Vehicle Code, Maintenance Manual, Illness and Injury Prevention Program and Safety Manual.

Must be thoroughly competent in the use of the English Language, mathematics, public speaking, and written communication. Must understand and use computers in the conduct of official business. Must have a working competency in word processing, spreadsheets, and email systems. Must have knowledge of basic mathematics to prepare requisitions and manage allocation resources for their area of responsibility.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for making decisions involving the day to day operations of Highway/Landscape maintenance. Improper/poor decisions could result in public and employee safety hazards including injury or loss of life. Poor judgment may cause delays in maintenance projects, and added expense or liability to the State and Department.

PUBLIC AND INTERNAL CONTACTS

Incumbent is required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. He/She is expected to maintain a favorable public image for the State. These contacts will be verbal or written as needed to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The majority of this positions is of an analytical nature. The incumbent 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 work 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. The incumbent must be able to interact well with employees and individuals from many different cultural backgrounds. May need to deal with emotionally charged individuals especially in complex, confidential and sensitive situations.

WORK ENVIRONMENT

This position requires extensive travel throughout the assigned area, attending various job sites and attending various meetings/training classes. The incumbent may be exposed to computers, various lighting conditions, stand or sit for prolonged periods. Must be able to work at a keyboard and focus on complex tasks for long periods of time. Must be able to organize and prioritize large volumes of work documents. Overtime may be required, and vacations may be restricted during peak times and fiscal year-end closing. Travel throughout the district may be required. Assignments in the field may be required where exposure to high speed traffic may occur. Must use all required personal safety equipment, follow all policies, procedures and safe working practices.

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