

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Supervisor	OFFICE/BRANCH/SECTION 08-603 MAINTENANCE SUPPORT (EFIS # 2340)	
WORKING TITLE District Trainer, Equipment Training Instructor /Qualifier	POSITION NUMBER 908-603-6301-XXX	REVISION DATE

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 Area Superintendent, the incumbent is responsible for instruction and training of personnel in classifications from Service Assistant Maintenance to Caltrans Landscape/Highway Maintenance Leadworker. Training responsibilities include the proper use, operation, servicing, minor repair and adjustment of automotive and maintenance equipment used in Caltrans maintenance work; Defensive Driver Training for field Maintenance; Heat Illness Prevention Training; Valley Fever Prevention Training; Maintenance Employee Safety Orientation; Protection of Workers and Temporary Traffic Control Training; First Aid and CPR; Respiratory Protection; Ladder Safety; HazComm; Injury and Illness Prevention Program; and other training as required by Departmental Policy and Legal Mandate. The incumbent develops training courses and materials, research course content and evaluates the performance of students. The incumbent may also assist with equipment training and equipment qualifying. Duties include but are not limited to:

CORE COMPETENCIES:

As a CT Maintenance Supervisor, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

45%	E	Serve as the District 08 Equipment Trainer/Qualifier. Will work closely with the District 8 Maintenance Training Coordinator, Maintenance Equipment Training Academy (META) coordinators, district maintenance managers, superintendents and supervisors to ensure that the district has a sufficient number of qualified trainers and qualified Caltrans personnel stationed throughout District 08. Delivery of Basic Equipment Safety Training (BEST). Delivery of courses associated with new employee ONBOARDING curriculum including but not limited to:eNEO, Maintenance Employee Safety Orientaion (MESO), Chapter 7&8, AED/CPR/First Aid, Hazard Communication (HazComm), Ladder Safety, Heat illness Prevention, Hearing Protection, Blood-borne Pathogens, Defensive Driver Training, Valley Fever Awareness, Wildfire Smoke Resp Protection, Injury and Illness (High Priority Project Program (HPP). Will plan for and ensure that maintenance staff is sufficiently trained and qualified on equipment in their assigned unit and other units they may be loaned to, which includes the needs of winter operations and emergency/natural disasters. Performs hands-on equipment demonstrations. Evaluates Caltrans employees equipment performance qualifications to maintain proficient operating skills and demonstration of desirable techniques when operating motorized equipment used in highway maintenance and construction. Researches rules and regulations in order to develop training courses and methods of delivery for courses to be presented to Caltrans employees. Researches subjects for the updating of existing courses and for new courses as directed by the Training Coordinator. Gathers and distributes training materials at training sites for preparation of training courses.
45%	E	Works with the training coordinator preparing and developing the training budget for future needs and costs of training facilities, equipment, supplies and services. Maintains complete training records in Learning Management System (LMS) for each Maintenance employee. Ensures all employees are scheduled for training. Through research, locates and reserves appropriate training facilities; negotiates with Caltrans supervisors, instructors and contractors to ensure availability and set up training schedules. Researches, locates, reviews, authorizes and purchases training materials; administers contracts as necessary, processes pay documents for contractors, instructors and training facilities and materials.
5%	M	EOC - The incumbent is a valued member of the D8 Emergency Operations Center. The incumbent is expected to report to the D8 EOC or the back up EOC when it is activated in the event of an emergency and/or natural disaster and fulfill one of the staff assignments. The incumbent will participate in emergency drills and training. Will work with other Caltrans divisions, as well as city, county, state law enforcement and emergency services agencies. The incumbent may be assigned as an Agency Rep at the Incident Command Post during emergency incidents.
5%	M	Assists with various other Maintenance Support activities such as Level of Service Evaluations, Special Projects required by HQ Maintenance, Integrated Maintenance Management System (IMMS) training/help desk support, Safety Award Meetings etc.

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

This position has no supervisory duties over others; however, the incumbent will provide leadership in a training atmosphere to many Caltrans Equipment trainees throughout the district.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods and equipment used in the maintenance and operation of highways. Possession of a valid, class "A" Commercial Driver's License (CDL) is desirable. Possession of a Class "C" Driver's License is required. Must have general knowledge of the many different types of maintenance equipment and have the ability to operate, service and make minor adjustments and repairs to the equipment. Must have knowledge of safety procedures pertinent to work duties including work area protection, equipment operation and proper lifting. Must have knowledge of the California Vehicle Code as it applies to the loading and operation of motor vehicles, and knowledge of Caltrans policies for equipment maintenance, servicing of equipment and proper documentation thereof. Must have basic knowledge of the Integrated Maintenance Management System (IMMS), Microsoft Word, Excel and Outlook. Must have the skill to analyze various situations accurately and in a timely manner, as well as develop sound alternatives when necessary.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate instruction or incorrect judgment may result in safety hazards, grounds for grievance, damaged equipment and unnecessary cost and time loss. Erroneous decisions may also cause a loss of credibility to the District 08 training unit.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

PUBLIC AND INTERNAL CONTACTS

Will have frequent and regular contact with Maintenance field employees, Supervisors, Management and staff at the District Office and Headquarters levels. Must conduct activities in a manner that projects a positive image of the Department, and its policies and goals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position requires the physical ability to mount, dismount, operate, crawl under and service trucks and equipment unaided. Must have the physical ability to squat, kneel, crawl, sit, twist, walk on uneven ground, or work above ground on aerial equipment. Power grasping of tools and equipment is required. Must be able to lift heavy objects that will be used as training aids, materials, traffic barriers and cones; move and set up temporary structures utilized for protecting outdoor training areas. Other occasional work will require full mobility, agility and physical strength. Must be able to stand and walk for up to four hours at a time while presenting field-training courses during inclement weather. Must stand and move about the classroom while presenting formal training for up to two hours at a time. The incumbent's hearing, vision and speech must be within normal parameters for presentation of indoor/outdoor training during field situations. Sustained mental activity is required to design and create accurate and professional training course materials, handouts, textbook copies and graphics. Must possess strong analysis and reasoning skills, in order to facilitate the production of quality training reports and evaluations by deadline dates. Organizational skills are required for the planning and execution of training plans and scenarios.

WORK ENVIRONMENT

Employees will be required to work outdoors and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold. Travel will require the employee to spend long periods of time in a vehicle driving to remote field training locations. Will also work in a climate-controlled office and artificial light. During the process of completing office assignments, prolonged sitting at a desk under artificial light while using a personal computer will be required. Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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
------------------------	------