

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION 08-602 MAINTENANCE SUPPORT (EFIS # 4275)	
WORKING TITLE CALTRANS MAINTENANCE AREA SUPERINTENDENT	POSITION NUMBER 908-602-6282-XXX	REVISION DATE

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

GENERAL STATEMENT:

Under the general supervision of a Caltrans Maintenance Manager I, acting as Region Manager, the Caltrans Maintenance Area Superintendent is in charge of highway and functional maintenance crews maintaining major interstate highways and state routes. Responds to natural, and other disasters. Requires a valid Class "C" Driver's License. Emergency response is required outside of employee's normal work hours. 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.

- **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)
- **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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Utilizes the Integrated Maintenance Management System and Material Management System to plan, schedule and monitor work activities, evaluate performance of Supervisors, and crews. equipment, materials, and unit costs. Ensures work conforms to the standards set forth in the Maintenance Manual and is in accordance with policies, procedures, and instructions from the Department. Ensures proper procurement procedures are followed to obtain materials and supplies. Prepares estimates on regular and special maintenance work, and passes on difficult maintenance and minor construction operational problems. Conducts safety investigations, compiles reports and maintains discipline within the unit. Responds to emergencies, including storms, natural, and other disasters.
45%	E	Attends weekly Superintendent meetings at the Region Office, and conducts Supervisor meetings. Attends various training classes and meetings throughout the State.
10%	M	Selects personnel through the interview process. Works with Maintenance Personnel Specialist and Affirmative Action Office regarding personnel matters.

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

The incumbent is first line supervisor for up to 6 Caltrans Maintenance Supervisors and second line Supervisor, for approximately 24 or more other employees including, Lead workers, Equipment Operators, and Maintenance Workers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of materials, methods and equipment used in the maintenance and construction of highways, highway structures and associated facilities. Must have knowledge of various software programs and the ability to work with Microsoft Word, MS Excel, MS Power Point and MS Access. Must have knowledge of English, including vocabulary, grammar and spelling, have the ability to use it correctly in the business office environment and must be able to make accurate math computations. Must be able to read and write plans, specifications and develop the language for contracts. Must be able to direct work accomplishment through others, often by duty personnel that are not in a direct-line supervisory relationship. Must possess a high degree of understanding of the Department's purpose, mission, vision, goals, policies and functions. Must be able to develop and maintain cooperative-working relationships, must possess good negotiating skills and be able to maintain a positive departmental image. The incumbent must be able to articulate program policies and goals to contractors, staff and the public. Must be articulate and be able to give clear and comprehensive directions to contractors; must be able to deal tactfully with contractors, but be firm and supportive of the Department's interests. Must possess sound techniques for handling sensitive and/or emotionally charged issues/individuals. The incumbent must have the ability to utilize a variety of analytical techniques to address complex contractual and administrative problems and issues. Is responsible for analyzing the requirements of the contracts and managing contract expenditures. Incumbent will possess necessary computer skills to create spreadsheet reports showing cost, expenditure, and balance data at all times for Region budget tracking and keep Maintenance Managers informed of progress. Incumbent will also anticipate contract expiration dates and plan ahead accordingly.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Without detailed supervision, the incumbent is responsible for planning and scheduling the work to be performed, and the equipment, and materials to be used within the assigned area, exercise judgment and make decisions relative to the safety of employees and the public. Poor decisions or actions could have broad implications involving employee morale, their safety, and that of the traveling public. Error in judgment could result in needed work being overlooked or resources committed to less important projects.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have daily contact with subordinates, and frequent contact with other District staff, including Region Office, Maintenance Support, Equipment Shop, Traffic Operations, and Encroachment Permits. Has regular contact with CHP, local law enforcement, Emergency Services Personnel, Department of Fish and Game, and various other Government, and public agencies. The incumbent will also answer complaints/inquiries from the public and must handle communications with tact, and discretion.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will perform fine manipulation, sitting for long periods; standing, walking and walking on uneven ground will be required. 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 employees, or the public under stressful and possibly adverse conditions. The incumbent must be emotionally stable, alert and aware at all times. Must be able to see and hear, with or without corrective assistance, at a level required for satisfactory job performance. Will travel extensively throughout the District.

WORK ENVIRONMENT

This position is based in an office with climate control and artificial lighting. The incumbent will use a personal computer with keyboard, mouse and monitor. Will spend considerable time in the field, both traveling to and from work sites and on foot. Work locations may be in any part of the assigned area. Weather conditions will vary widely from hot and mostly dry summers, with

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occasional heavy thundershowers, to wet and cold winters. Temperatures will range from well below freezing in winter to consistently above 100 degrees in the summer. The incumbent must be prepared to work outdoors in inclement weather and extreme temperatures.

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
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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