

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Manager I	HQ/Maintenance/Maintenance Traffic Guidance and Safety	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Statewide Traffic Safety Devices Coordinator	913-630-6280-918	06/17/2026

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

GENERAL STATEMENT:

Under the guidance of a Senior Traffic Safety Devices Specialist/Advisor, Office of Maintenance Traffic Guidance and Safety, the incumbent assists in the statewide coordination and management of traffic safety devices and maintenance traffic guidance activities, including guardrail systems, end treatments, crash attenuators, median barriers, and other highway safety hardware. The incumbent provides technical support to Headquarters and District Maintenance personnel by reviewing technical documents, standards, specifications, and field applications related to traffic safety devices and maintenance operations. The incumbent assists in the development, interpretation, and revision of policies, procedures, and guidance intended to improve the safety, consistency, and effectiveness of maintenance operations and field crews. The incumbent may also assist with field reviews and inspections to assess the condition, functionality, and inventory accuracy of traffic safety devices. This position requires strong written and verbal communication skills, analytical ability, and the capacity to provide technical guidance and recommendations.

CORE COMPETENCIES:

As a CT Maintenance Manager I, 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, Equity - Collaboration)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity - Collaboration)
- 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 - Collaboration)
- 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, Equity - Collaboration)
- Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Equity - Collaboration)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity - Collaboration)
- 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 - Collaboration)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity - Collaboration)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity - Collaboration)

TYPICAL DUTIES:

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

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30%	E	Perform statewide reviews and evaluations of temporary and permanent and safety devices to assess effectiveness, condition, and compliance with established Maintenance Manual service levels, standards, and policies. Coordinate with District Maintenance personnel and Integrated Maintenance Management System (IMMS) Coordinators to promote consistency in maintenance practices, procedures, and data management related to service requests, inspections, inventories, and work orders. Analyze technical and operational issues, identify trends or deficiencies, and provide recommendations and guidance to support effective maintenance operations and continuous program improvement.
30%	E	Provide statewide technical guidance, assistance, and training to District personnel on policies, procedures, standards, materials, equipment, contracts, and best practices related to traffic safety devices. Develop, interpret, and communicate policy and procedural updates through written guidance, presentations, meetings, and direct coordination with District staff and stakeholders. Conduct statewide travel, including occasional short-notice travel, to support field reviews, training, coordination meetings, emergency response activities, and consistent implementation of traffic safety device policies, procedures, and maintenance practices to enhance operational effectiveness, safety, and program uniformity.
15%	E	Prepare written correspondence, reports, legislative and policy reviews, action requests, statistical analyses, and other technical documents in support of Department programs, initiatives, and goals related to traffic safety devices. Review, update, and maintain sections of the Maintenance Manual and related guidance documents pertaining to traffic safety devices and maintenance operations. Coordinate with IMMS staff to review, maintain, and improve "M" family activity codes and related maintenance data practices. Review technical reports, research findings, and field performance data associated with traffic safety devices, and provide recommendations to improve maintenance methods, operational practices, consistency, and overall program effectiveness.
10%	E	Monitors and tracks District "M" Family Traffic Safety Devices Maintenance activities by reviewing and analyzing Integrated Maintenance Management System reports and other reports containing production and expenditure data. Recommend corrective action when necessary. Respond to inquiries from State Government Officers, Caltrans Executive Staff, District personnel, other agencies, and the public regarding traffic safety devices maintenance and FHWA compliance standards in coordination with the Traffic Safety Devices Senior Advisor.
10%	E	Coordinate statewide Traffic Safety Device asset management activities related to striping, delineation, and traffic safety infrastructure data collection. Review and validate asset inventory data for consistency, accuracy, and compliance with Department standards. Develop scopes of work and provide support for consultant contracts related to traffic safety device asset collection and monitoring systems, while ensuring quality assurance and quality control of data integrated into Department asset management systems.
5%	M	Provide staff support to the Division of Maintenance regarding New Products Committee activities and product evaluations, employee suggestions, information requests from other state and local agencies, and working with vendors.

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

None, but guides District and Headquarters personnel to achieve program objectives. May also be required to serve as lead person over other staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must possess working knowledge of Traffic Safety Device maintenance practices, procedures, standards, and equipment used in highway safety operations, including traffic barriers, guardrail systems, temporary and permanent crash cushions, temporary barriers, delineation, pavement markings, sign systems, and other roadside safety features.

Must be familiar with the Integrated Maintenance Management System (IMMS) and related asset management systems used to track, monitor, and evaluate Traffic Safety Device maintenance activities and performance statewide. Must have the ability to assist management in the development and implementation of effective policies, procedures, standards, and best practices related to Traffic Safety Devices and maintenance operations.

Must be able to work collaboratively with District personnel, Headquarters staff, contractors, and external stakeholders to support statewide consistency and operational effectiveness. Must be able to analyze the impacts of decisions related to Traffic Safety Devices, maintenance operations, asset management, and field activities on the Department's safety, operational, and program goals. Must have the ability to evaluate existing work methods and procedures, develop improved practices in response to changing policies and technologies, and identify equipment, materials, and resource needs necessary to support Traffic Safety

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Device maintenance objectives.

Must have the ability to conduct independent investigations, analyze technical data, prepare reports, issue papers, and recommendations related to Traffic Safety Device policies, standards, procedures, and maintenance practices. Must be capable of interpreting and applying Department policies, manuals, specifications, and standards to practical field applications.

Must possess strong oral and written communication skills, including the ability to prepare clear presentations, provide technical guidance and training, evaluate work quality and performance, and work effectively both independently and as part of a team. Must have the ability to plan, organize, and coordinate activities; advise management on Traffic Safety Device maintenance and policy matters; analyze complex issues; and recommend effective courses of action.

Must have the ability to develop a working knowledge of Department procedures, policies, and software applications, including Microsoft Office Suite and related maintenance management tools.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The employee acts as the Department's coordinator for traffic safety devices and manages various contracts with outside partners. Is responsible for independent action in carrying out assigned duties relating to policy development of related functions. The consequences of not considering all factors could be inconsistent or inappropriate policy setting, inappropriate use of resources, procedural errors being incorporated into manuals and contracts, and the misapplication or loss of resources. This position is expected to work closely with Senior Engineers and Division Managers, improper performance of duties and/or failure to adhere to established policies, procedures, and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

Maintains continuing relationships with District maintenance staff, Headquarters staff, related public agency staff, contractors/consultants, and with the public for information gathering and dissemination. Meets and confers with many different operational and management levels within the Department, the districts, outside agencies and local interest groups.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for extended periods while using a laptop, keyboard, mouse, and computer monitors. Occasionally, the incumbent may lift up to 25 pounds without assistance. The incumbent may be required to walk on uneven terrain, climb embankments, and work adjacent to live traffic while conducting field reviews, inspections, and evaluations of traffic safety devices and roadside safety hardware. Bending, stooping, and pulling may be required in the normal course of performing the duties associated with this position.

The incumbent must have the ability to:

1. Assimilate and evaluate technical and procedural information from various sources; develop alternative courses of action; make objective recommendations; and take appropriate action.
2. Exercise sound judgment when evaluating field conditions and recommending the maintenance, repair, replacement, or upgrade of traffic safety devices and roadside safety hardware.
3. Effectively interact with individuals at all organizational levels in a professional manner.
4. Complete tasks and projects on short notice and work effectively under pressure while maintaining focus, composure, optimism, and persistence, even in challenging situations.

The workload is occasionally subject to substantial and unexpected changes within a short period of time, requiring the incumbent to quickly adapt work methods and behaviors in response to new information, changing priorities, and unforeseen obstacles.

The incumbent shall act in a fair and ethical manner toward others and demonstrate a strong sense of responsibility and commitment to public service. The incumbent must be able to develop new insights into situations and apply innovative solutions to improve organizational effectiveness; quickly grasp and apply new information; acquire technical and business knowledge, particularly in the area of outreach; and value cultural diversity and individual differences within the workforce.

Working irregular hours may be required in order to meet project deadlines. This position is exempt from coverage under the Fair Labor Standards Act. The regular rate of pay is full compensation for all hours worked to perform assigned duties.

WORK ENVIRONMENT

The incumbent will be working both in individual and in group(s) settings, primarily indoors in a climate-controlled office under artificial light. However, the incumbent should be prepared to work outdoors for occasional extended periods to conduct field reviews and investigations.

Due to periodic issues with heating and air conditioning systems, building temperatures may fluctuate. The work environment is

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fast-paced and busy, and requires considerable flexibility in managing time, priorities, and assignments.

The incumbent is required to travel periodically within the state to district offices, maintenance yards, and outdoor field locations to conduct or attend training sessions, meetings, and field observations in support of assigned duties and the implementation of traffic safety device policies, standards, and guidance.

While performing field duties, the incumbent may be exposed to moving traffic, construction and maintenance operations, uneven surfaces, noise, dust, and varying weather conditions. Appropriate personal protective equipment shall be worn when required during field activities.

This position requires the employee to operate a vehicle and respond promptly to situations where assessment of the condition of existing traffic devices may be necessary. Possession of a valid California driver’s license is required to operate a state vehicle. Occasional out-of-state travel may also be required.

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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