

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION D10 / Maintenance	
WORKING TITLE Vegetation Management Coordinator	POSITION NUMBER 910-650-6282-918	REVISION DATE 08/07/2026

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 the Caltrans Maintenance Manager II, the Vegetation Management Coordinator (VMC) provides high-level program administration, strategic field oversight, and district-wide programmatic support for all vegetation management, wildfire fuel reduction, and control activities throughout the district. The incumbent operates with a high degree of independence to coordinate with internal and external partners, ensuring that complex district vegetation management activities, annual PG&E vegetation permit work, and contractor operations strictly comply with applicable environmental, safety, and right-of-way requirements.

The position serves as a key liaison between field maintenance crews, public utility contractors, the Vegetation Management Programs, Environmental, Maintenance Managers and Right of Way to ensure vegetation management activities are executed efficiently, safely, and in compliance with Department standards.

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, 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, 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, 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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35%	E	Program Field Oversight and Compliance Inspections: Conducts independent specialized field compliance inspections and programmatic quality assurance audits of district-wide vegetation management operations performed by Caltrans crews, contractors, and utility companies (PG&E and others). Serves as the District program authority to ensure absolute compliance with encroachment permits, complex environmental conditions, right-of-way restrictions, and Caltrans lane closure policies.
25%	E	PG&E Encroachment Permit Oversight: Oversees PG&E annual vegetation management permits to ensure compliance with permit conditions, safety requirements, and District vegetation management standards. Conducts independent field reviews, monitors contractor operations, and provides feedback to ensure public safety and environmental protection. Coordinates with Right of Way and Environmental for review and approval of complex, permit-related work.
25%	E	Contract Management Support: Acts as the staff advisor to Maintenance Managers and Contract Managers in the administration and oversight of vegetation management and wildfire fuel reduction contracts. Conducts specialized field inspections to audit and verifies work quantities for contract payment approval. Provides high-level field coordination during major vegetation and wildfire fuel mitigation projects. Manages and projects field maintenance crew budget allocations from HQ; prepares verbal and written technical reports to management on field vegetation budget expenditures.
10%	E	Lane Closure Oversight: Evaluates and monitors lane closure requests associated with district-wide vegetation and utility operations. Mandates strict adherence to Caltrans traffic safety standards and operational policy requirements. Enforces environmental protection standards compliance. Coordinates with District Traffic Management and construction partners to implement mitigation strategies that minimize regional traffic impacts.
5%	M	Administrative Support and Reporting: Prepares formal inspection reports, summaries, and documentation of district vegetation management activities. Provides strategic program updates to management and assists in complex program reporting.

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 is a non-supervisory position; however, the incumbent serves as the program authority, providing expert consultation, field direction and systemic guidance to maintenance staff, contractors, and permittees engaged in vegetation management activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of Caltrans Maintenance Program policies, procedures, and objectives; vegetation management methods including mechanical removal, herbicide applications, and fuels reduction; and environmental compliance requirements related to vegetation management and encroachment permits. The position requires understanding of contract management principles, encroachment permit processes, and field inspection techniques, as well as traffic control standards and safety practices related to lane closures and work zones.

The incumbent must be able to conduct detailed field inspections to ensure compliance with regulations, coordinate effectively with multiple functional units and outside agencies, interpret and apply permit conditions, environmental requirements, and maintenance standards, and prepare clear written reports and maintain organized documentation. Strong communication skills are required to interact effectively with management, maintenance crews, contractors, and the public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making sound decisions in planning, coordinating, and inspecting vegetation management activities to ensure compliance with environmental, safety, and maintenance standards. Errors in judgment, inspection, or communication could result in safety hazards, environmental violations, damage to state property, or increased project costs. Proper coordination and adherence to policies are essential to prevent delays, regulatory issues, and negative public or interagency impacts.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be asked to work with representatives from other public and private local agencies as well as all levels of Caltrans Management.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to conduct field inspections over uneven terrain and in various weather conditions, and use required PPE. Must maintain attention to detail while reviewing permits, reports, and environmental requirements. Requires the ability to plan, prioritize, and make sound decisions in the field. Must work cooperatively with crews, contractors, and other agencies, remaining professional and composed in stressful or changing situations.

WORK ENVIRONMENT

Work is performed both in an office setting and in the field. Field work involves exposure to traffic, uneven terrain, and various weather conditions. Personal protective equipment (PPE) must be worn as 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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