

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION District 7/Maintenance	
WORKING TITLE Assistant Deputy District Director, Field Maintenance	POSITION NUMBER 907-600-7500-xxx	REVISION DATE 07/20/2026

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

GENERAL STATEMENT:

Under the general direction of the Caltrans District 7 Deputy District Director of Maintenance (DDDM) the incumbent serves as the Assistant Deputy District Director for the Division of Maintenance, Field Maintenance. The incumbent is responsible for leadership, guidance, management, policy development and support for all Field Regions and Offices within the Caltrans District 7 Maintenance Division - consisting of the Office of Special Crews, Metro Region, North Region, South Region, West Region, East Region, Maintenance Electrical Region.

CORE COMPETENCIES:

As a C.E.A., 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, 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)
- 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, Climate Action, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (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	Job Description
Essential (E)/Marginal (M) ¹	

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50%	E	The incumbent develops safety-related policies, prioritizing training, procedures, and practices for all field employees and operations. The incumbent develops and implements maintenance policies for the district's highway system to ensure safety, preservation, repair, and asset upkeep. Responsibilities include guiding field maintenance in areas such as litter abatement, vegetation management, bridge and pavement preservation, traffic guidance systems, electrical and tunnel maintenance, with an emphasis on worker safety and cost efficiency. The incumbent also manages service levels, forecasts workplans, develops field projects based on practical practices, supports equity initiatives, conducts field reviews, and collaborates across divisions in both field and office environments. The incumbent provides leadership and guidance to the Field Maintenance Regions, Managers, and Offices, overseeing maintenance field projects to ensure they are identified, prioritized, initiated, and funded. Responsibilities include supervising state-sponsored and legislative-enacted programs, monitoring maintenance customer service requests (CSRs), tracking their closure and workload, and collaborating with internal teams to ensure CSRs are closed out according to compliance deadlines. The incumbent develops and implements policies and procedures for consistency and efficiency in field maintenance operations, training, and compliance. The incumbent aligns field maintenance activities with Caltrans priorities and strategic plans, oversees personnel services and operating expenses across various programs and funding sources, estimates workload standards, allocations, and resource needs, collaborates with the District Maintenance Resource Manager for forecasting and expenditure management, establishes performance targets, evaluates outcomes, promotes cost control and efficiency strategies, and sets specific goals and measurable achievements.
30%		The incumbent works closely with Maintenance Engineering and Deputy District Directors to facilitate the delivery of Highway Maintenance and Capital projects. Key duties involve developing sustainable procedures, offering guidance, maintaining the health of Intelligent Transportation System (ITS) field elements, balancing field efforts with programmed ITS projects, and contributing input to Geographic Information System Mapping teams for process improvement. The role also includes aiding in incorporating district assets into the asset management tool managed by the District Asset Manager. The incumbent will collaborate with the Deputy District Director of Maintenance, Maintenance Engineering, Headquarters, and District Divisions on technical, budgetary, and administrative matters, and will be responsible for overseeing the resolution of all issues related to field maintenance activities, services, and programs. This role requires providing leadership and guidance to Traffic Management Center support teams to ensure full functionality and consistent customer service for both external and internal stakeholders. The incumbent is also expected to deliver regular executive briefings to the Deputy District Director of Maintenance covering performance outcomes, forecasting, strategic planning, level of service, and resource and position management.
10%	E	Serving as the chief liaison to the California Highway Patrol and other law enforcement agencies, as well as various external organizations, the incumbent will coordinate security and operational planning for events impacting the state highway system. In the absence of the Deputy District Director of Maintenance, the incumbent may act as the Emergency Operations Center (EOC) Director, participating fully in EOC meetings, emergency preparedness training, planning sessions, and after-action reviews. Additionally, the incumbent is tasked with supporting the Emergency Operations Center and assuming the responsibilities of EOC Director when required.
10%	E	The incumbent represents the Department in meetings with state, regional, and local agencies, elected officials, and members of the public. Policy development responsibilities include working collaboratively with Headquarters Maintenance, Operations, Safety functions, and other divisions to achieve program and District objectives. The incumbent serves as the Acting Deputy District Director of Maintenance in the absence of the Deputy District Director of Maintenance.

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 provides direct supervision over Region Managers and may be asked to act in the capacity of the Deputy District Director of Maintenance.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the Department's Strategic Plan, its mission, vision and goals, together with its organization, departmental policies and procedures and the Department's maintenance process. Knowledge of Federal and State laws regulating the activities of the Department. Knowledge of methods in planning, organizing, directing and evaluating maintenance program administration and overall performance. Knowledge of principles and techniques of programming, budgeting, supervision and personnel management. Knowledge of organizational relationships and engineering functions both within and outside of the Department that pertain to the planning, design, construction and maintenance of transportation assets.

Knowledge and understanding of the Department's Equal Employment Opportunity Policy, Health and Safety, Labor Relations and the processes available to meet these program objectives.

Ability to administer a complex engineering and maintenance program, and plan and direct the work of staff assigned. Ability to analyze and resolve highly complex and/or politically sensitive issues, and inter-agency and public relations issues. Ability to formulate and implement policies and procedures, and to establish performance goals and objectives. Must have the ability to communicate, both orally and in writing, with all levels of management and employees, both in Headquarters and the districts, other state and federal agencies, legislators, local agencies and community groups.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for overseeing the Maintenance program activities in order to ensure the continued safety of employees and the public. The public, government, and commerce depend upon continued safe mobility, provided by scoping, programming, and delivering projects in a timely manner to preserve the existing infrastructure. Failure to adequately maintain a safe State highway system negatively impacts Federal, state and local activities and economies, and could subsequently result in dangerous state highway conditions and increased costs due to lawsuits and the need for more extensive maintenance/repairs.

PUBLIC AND INTERNAL CONTACTS

The incumbent represents the Department in meetings and dealings with federal, state, regional and local agencies concerning the scope of the District's maintenance program. The incumbent must establish and maintain good working relationships with the management staff or corporate headquarters, other district divisions and districts.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

While at their base of operation, employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee may be required to sit for long periods of time using a keyboard and video display terminal.

The incumbent will also work in the field, meeting with employees, contractors, partners and external stakeholders, in all weather conditions and may need to walk or access areas on uneven terrain.

This job requires coordination with members of the public, and must work with everyone in a professional, collaborative manner. Employee must be open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Values cultural diversity and other individual differences in the workforce.

Employee must be able to concentrate in order to review and create documents and meet strict deadlines at times. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent will also work outdoors, in the field, meeting with employees, contractors, partners and external stakeholders, in all weather conditions and may need to walk or access areas on uneven terrain. The incumbent may also be tasked to respond to emergencies and be available to report to work 24/7.

This position is based in Los Angeles, at the District 7 Headquarters building in downtown Los Angeles. Meetings may take place in person in locations throughout Los Angeles and Ventura Counties, as well as the Southern California region and the state. Business travel reimbursements considers an employee's designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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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