

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Supervisor	District 03/Maintenance/Sunrise Region	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Maintenance Supervisor (Landscape)	903-659-6301-XXX	02/06/2025

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

GENERAL STATEMENT:

Under direction of a Caltrans Maintenance Area Superintendent, the incumbent is responsible for the landscape maintenance operations of the assigned crew. Landscape maintenance operations are confined to primary metropolitan freeways, which for the most part are fully landscaped. General appearances are of primary concern as this area is the gateway to the State Capitol of California. Must possess a valid driver's license, QAC is desirable.

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.

- 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. (Employee Excellence - Innovation, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Climate Action - Innovation)
- 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. (Climate Action - 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. (Employee Excellence - Integrity)
- Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Employee Excellence - Collaboration)
- Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Climate Action - Equity, Innovation, Integrity, Pride)
- 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. (Employee Excellence - Collaboration)
- Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Equity - Equity, Stewardship)
- Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Equity - Equity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Plan, schedule, direct, evaluate, and participate in the maintenance and propagation of planting, cultivation and irrigation of all types of ground cover, flowers, shrubs, and trees within areas of responsibility. Will include but not be limited to: mowing, pruning, erosion control, and drainage systems, eradication of plant pests and diseases, control of noxious and all other types of weeds, read and interpret landscape and irrigation plans and specifications, repair and maintenance of manual and automatic irrigation systems and pumps, safe and timely applications of pesticides, fertilizers, litter and weed control, and general overall health of all landscaping within the area.

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35%	E	Give instructions, maintain discipline, hold tailgate safety meetings and enforce policies, organize and supervise landscape and other related work. Prepare time sheets covering labor, equipment and materials used, damage reports and billing notices, material withdrawal and rented equipment reports, training reports and budget, local requests, order materials and supplies, secure bids for outside purchases, monitor spray reports, budget for pesticides and fertilizers, complete the roadside spray program annually, inspect contract landscaping work for compliance with contract specifications, prepare preliminary budget estimates and reports, supervise the care and maintenance of equipment. Responsible to monitor and maintain highway inventory and custodial work. Will order and keep inventory on materials and supplies , and investigate and respond to complaints from Caltrans management, governmental agencies and the general public.
10%	E	Respond to all major emergencies that occur within his/her area of responsibility and may on occasion be expected to respond and assist with emergencies in other cost centers in the absence of key supervisory personnel, landscape personnel, as well as highway maintenance personnel. Will be required to become a member of the Hazardous Material Identification Team. Will respond to hazardous materials spills and keep records; will coordinate and respond with other spill team members to identify hazardous spills within the area and continually upgrade policies and contacts relating to hazardous spills. Will assist other supervisors in the storage and disposal of State generated hazardous wastes.
5%	E	Monitor and request needed training for subordinates. Will be responsible for on-the-job and formal training as needed, including acting as trainer or instructor on equipment. Plan, schedule, direct and control the work of special programs crews. Order materials, supplies, and schedule equipment for maintenance and repairs.
5%	M	The supervisor in this area will be expected to occasionally work on special projects. May attend meetings, prepare/present reports. May cover for supervisor during temporary absences.

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

Incumbent will directly supervise and be responsible for all those persons assigned to their cost center whether they be full time, part time, or on a borrowed basis

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of materials, methods, and equipment used in the construction, maintenance and restoration of highways and their landscaped areas; knowledge of and ability to set and maintain shoulder lane closures, to perform landscape maintenance adjacent to dense high-speed traffic; operation of landscape area and maintenance of equipment and tools used in landscape maintenance; operating characteristics of the Maintenance Management System; Maintenance Manuals Volumes I and II, California Vehicle Code as it applies to the loading and operation of motor vehicles; rules and regulations pertaining to highway maintenance practices including installation of detours and warning signs; Safety Manual, Code of Safe Practices, the Guide to Employee Conduct and Discipline, and any other manuals or guides pertaining to operation of a landscape area; principles of effective supervision.
Incumbent must have ability to organize, evaluate, and be able to motivate. He/she should have the ability to maintain records and prepare reports, read and interpret highway engineering drawings, plans, maps and layouts, analyze information provided and take effective action, direct and supervise the work of others; detect unsafe conditions and practices, communicate effectively the policies, legal requirements, and organizational goals under difficult field conditions; evaluate maintenance operations in order to eliminate waste of time and money; and motivate employees continually in an ever improving work setting. Incumbent must be able to analyze situations effectively and develop appropriate solutions to solve problems.
Valid driver's license is required; QAC preferred but not mandatory.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may cause a waste of time and excessive waste of tax dollars. Errors by the incumbent may cause the State extra expense in maintenance of highways and errors by the incumbent could endanger state employees and the traveling public. Errors may cause incorrect use of pesticide control methods and damage to landscaped area. Errors in judgment could endanger the employee and co-workers.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have considerable contact with the public regarding highway matters. At times he-she may deal with various news media personnel. Will have a great deal of contact with fellow Caltrans employees and with employees from other agencies. The Territory Supervisor's primary responsibility is to maintain and promote top quality public relations at the working level, for instance with the California Highway Patrol and other police agencies, city/county public works departments, etc. The incumbent will be required to maintain a polite and diplomatic demeanor with the public.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Some of this position may occasionally be labor intensive. Incumbent must have physical ability to react quickly to errant motorist. Must be able to work long hours under sometime severe conditions.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable. Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

WORK ENVIRONMENT

You, as the Supervisor, will be required to assure a work place free from harassment in any manner. May perform work in a climate-controlled office under artificial lighting. Required to work in a wide range of sometimes-extreme conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and snow.

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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