

CLASSIFICATION TITLE C.E.A. A	OFFICE/BRANCH/SECTION D4/Maintenance	
WORKING TITLE Assistant Deputy District Director, Field Maintenance	POSITION NUMBER 904-600-7500-xxx	REVISION DATE 07/3/26

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 Bay Area, District 4 Deputy District Director of Maintenance (DDDM) the incumbent serves as the Assistant Deputy District Director for the Division of Maintenance. The incumbent is responsible for leadership, guidance, management, policy development and support for all Field Regions and Offices within the Caltrans Bay Area Maintenance Division - consisting of the Office of Maintenance Support, Toll Bridge Region, Structural Steel Paint Region, Specialty Region, North Bay Region, East Bay/Delta Region, and Southwest 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. (Employee Excellence - Innovation, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Collaboration, Integrity, 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. (Equity, Employee Excellence - Integrity, 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 - Collaboration, Integrity, 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 - Collaboration, Integrity, People First)
- **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. (Employee Excellence - Collaboration, Integrity, 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. (Employee Excellence - Collaboration, Integrity, Pride)
- **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. (Employee Excellence - Collaboration, Equity, Innovation, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety - Equity, People First)

TYPICAL DUTIES:

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

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50%	E	Incumbent is responsible to provide Field Maintenance with guidance, support and implementation of policies and coordination of and through all phases - in the District's maintenance operations activities pertaining to the existing highway system in all areas of safety, preservation, repair and maintenance. Incumbent is responsible to assist in developing policies and procedures for field maintenance projects to enhance the worker safety, maintainability, lower life cycle costs of the existing highway system and ensure consistency and efficiency in field maintenance activities, operations and training. Incumbent is responsible to create, manage and monitor all levels of service and fore-casted work plans; development of field projects based on empirical field practices and processes in support of emerging demands of engagement/equity within field maintenance. Incumbent is responsible to perform field reviews and work within the District Office and Field Maintenance Office environments. Incumbent is responsible to develop work plans and evaluate the performance to determine if the Division is on track to meet targets set. Promote cost control and efficiency strategies, set specific goals, and quantifiable accomplishments and direct maintenance activities designed to prevent increase in costs. The incumbent is responsible to support the Department Strategic Plan goals and to provide leadership, guidance and support to the Field Maintenance Regions, Managers, and Offices; oversee and review Maintenance projects for the Field Maintenance Top 10 Program and SB1 programs, ensuring that all appropriate projects are identified, prioritized and monitored according to need, initiated and funded so as to utilize total SHOPP, SB1 and other dollars allocated to the District. Supervise and oversee all field maintenance activities.
35%	E	The incumbent is responsible to provide oversight and guidance to the personnel services dollars and operating expenses across multiple programs and funding sources; estimates and develops workload standards, allocation and resource needs, ensuring the District remains within the annual budget allocation. Collaborate with District Resource Manager for forecasting, allocations, and expenditures. Develop work plans and evaluate the performance to determine if the Division is on track to meet targets set. Responsible to lead supervise, direct, and manage the office of various professional and technical staff. Incumbent is responsible to consult with Headquarters staff, Principal Engineers, Supervising Engineers, Region Managers and the DDDM on difficult technical, budget or administrative matters; responsible for directing resolution of highly technical and/or politically sensitive issues impacting assigned maintenance projects. Incumbent is responsible to collaborate with the Maintenance Engineering Principal to develop sustainable procedures, provide guidance, oversee and maintain the Intelligent Transportation System (ITS) field element health and balance the field efforts with programmed ITS projects;oversee and provide input for the Geographic Information System Mapping teams to develop data management tools to improve processes within the Caltrans Bay Area; provide input in the incorporation of the district's assets into the asset management tool, managed by the District Asset Manager.
10%	E	The incumbent is responsible to review Emergency Director Orders to ensure the department guidelines are followed and all criteria are met; recommends approval/disapproval. The incumbent is responsible to support the manager leading in the Emergency Operations Center. The incumbent is responsible to act as the Terrorism Prevention Liaison Officer lead and in the development of a District- wide committee to focus on the strategic planning and implementation efforts. Incumbent is responsible to attend District Safety related meetings, ensure safety is top priority in the field and safety measures are adhered to.
5%	M	The incumbent is responsible to represent the Department in meetings with state, regional and local agencies concerning the scope and content of the Division's maintenance program; collaborate with internal and external customers.

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 and may be asked to act in the capacity of the Deputy District Director of Maintenance.

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

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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. Overtime may be required and vacation restricted during peak times and fiscal year end closing.

Most of the jobs in the Division require interaction with people. It is important that employees work with others in a cooperative 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.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquarterd location. 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 headquarterd 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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