

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Manager I	OFFICE/BRANCH/SECTION District 11/Maintenance/East Region	
WORKING TITLE Maintenance Manager I - Desert and Mountain Crews	POSITION NUMBER 911-610-6280-xxx	REVISION DATE 09/01/2026

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 Maintenance Manager II (East Region Manager), the Maintenance Manager I (MM I) directs field maintenance program activities for the Desert and Mountain Programs within East Region. Incumbent reviews his/her assigned area, identifies problems/solutions, makes work assignments accordingly, and determines effectiveness of the crew's efforts.

Responsibilities include planning, implementing, and managing Maintenance Activities Performance Plan (MAPP) goals for activities and operations in accordance with Maintenance Program policies and procedures and in alignment with the Department's Mission, Vision, and Goals. The incumbent develops and applies strategies to effectively maintain the highway and roadside infrastructure in the Mountain and Desert areas within budget and resource allocations to achieve performance goals and high service levels.

Strong verbal and written communication skills are required. A Class C driver's license is required. This position is subject to working irregular work shifts. Incumbent will be required to work overtime including nights and weekends, may be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency call outs. This position is not represented under collective bargaining.

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, Climate Action, 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, 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)
- **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, 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)
- **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, 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)

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- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Directs and oversees designated area superintendents in the planning, management and implementation of all field maintenance operations and activities in the Desert and Mountain Programs. Develops innovative and creative strategies to maximize accomplishment of maintenance activities and performance goals for the preservation, upkeep, servicing and repair of the zone's transportation infrastructure. Prepares Annual Performance Plans, directs personnel and equipment utilization, ensures effective use of service Level of Service (LOS) contract. Oversees implementation within budget and resource allocations to achieve high LOS scores by monitoring Maintenance equipment and production through the Integrated Maintenance Management System (IMMS) and the work plans and expenditures for Budget Accounting Systems. Performs field inspections, reviews and addresses maintenance or minor construction operational problems, coordinates with maintenance engineers, prepares estimates for regular and special maintenance work, and reports on progress of work, labor, equipment, materials and contracts used. Directs and coordinates with assigned staff and others during major maintenance and/or emergency response activities, and communicates essential information as needed.
25% E	Coordinates with District division and headquarters staff on various matters related to highway infrastructure maintenance issues, and with the Region Manager on personnel, budgets and material purchases, and contracts usage. Maintains formal and informal contacts with other agencies on maintenance matters, including delegated maintenance, negotiations concerning special programs, and sensitive issues. Ensures timely responses and completion of customer service requests while coordinating with other Maintenance branches.
20% E	Provides feedback, recommends and ensures training for maintenance employees, including safety training. Monitors and addresses safety practices, performs field reviews and inspects work locations in accordance with the Department's Injury and Illness Prevention Plan. Provides staff expectations, career development guidance and instruction and performance appraisals. Counsels subordinate supervisors on personnel problems; recommends and maintains discipline. Provides a communication link between management and assigned staff.
10% M	Assists the Caltrans Maintenance Manager II with various field activities and operations within the East Region, and other duties as needed. Serves on various task forces, performs special assignments, participates in project team meetings, construction reviews, and other meetings as needed. Acts on behalf of Caltrans Maintenance Manager II in their absence.

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

Directly supervises field staff, which may include Caltrans Maintenance Area Superintendents within the Desert and Mountain Programs and other related staff activities and operations. May also oversee administrative personnel in an acting capacity as needed on behalf of the Caltrans Maintenance Manager II.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles and techniques of personnel management and supervision; materials methods, and equipment used in the maintenance and construction of highways, highway structures and landscapes; operation of a maintenance territory; characteristics of heavy construction and maintenance equipment; rules and regulations pertaining to maintenance operations; emergency services and operations; employee health, safety, and labor relations programs and the process to meet their objectives; computerized management systems; contract management; and the Department's equal employment opportunity program; the development of contracts and implementation and management of service contracts; principles and procedures for initiating and administering contract work and work accomplished through special programs; Maintenance Work Program; the nature and operational requirements of highway emergency work; environmental protection requirements; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. Must possess a thorough knowledge of statewide maintenance program functions, and the mission, goals, organization and procedures of the Department. Ability to: Plan organize, and direct the work of others; analyze situations accurately and develop an effective course of action on very short notice, relate and work with interdisciplinary groups and large segments of the public; be innovative and creative in utilizing resources to achieve performance goal; coordinate activities with other agencies, city and county officials, as well as the general public; read and write

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English at a post high school level, make effective presentations, and prepare written and oral reports. Must be able to articulate program policies and goals to staff and the public, and advise management of program status, issues, and needs. Must be able to communicate clearly, effectively and tactfully, and remain calm while addressing multiple issues, incidents, and emergency response activities. Must possess sound techniques for handling sensitive issues. The incumbent performs analysis in planning, coordinating and directing activities. The Maintenance Manager I must have the ability to utilize a variety of analytical techniques to address complex managerial problems and issues. The incumbent is responsible to ensure safe and optimum operations and performance of the maintenance program including management of budget expenditures and personnel. The incumbent must be able to receive, analyze, and communicate essential information during major events or incidents that have significant impacts on the region's transportation system. A Class C Driver's License is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, analysis, actions, conduct, directions and decisions could result in inefficient use of resources, violations of state policies and procedures, injuries and death of employees or members of the general public, loss of individual and departmental credibility, poor employee morale, tort liability, as well as affect the ability of Caltrans to deliver its maintenance work program on schedule.

PUBLIC AND INTERNAL CONTACTS

The position requires the ability to communicate and maintain a positive Department image with District, Headquarters, other agencies and the public. The incumbent must be articulate, knowledgeable about the program and possess negotiation skills to convey program and Department goals. The incumbent represents the Department with local, State, and Federal agencies, Caltrans' districts and divisions at all levels, and governmental officials and legislators. There is considerable contact with external agencies. The Maintenance Manager I interfaces with the public in various forms working with city and county governmental officials, regulatory agencies such as Fish and Game, Water Quality Control Board; local and State fire departments, Army Corps of Engineers, etc., as well as members of the general public. Contacts are made daily with the public, suppliers, contractors, headquarters' personnel, other district staff, field staff and maintenance management staff. Sensitive issues must be handled tactfully and professionally.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent is required to use personal computers and telephones for long periods of time, and on occasion the Caltrans 800 MHz radio. Physical activities include accessing files, manuals, and other resources at various Caltrans and external offices. Incumbent may be required to transport up to 50 pounds from low to high storage areas and other facility locations. Incumbent is required to sustain activity needed for report writing, problem solving, researching, analysis and reasoning. The Maintenance Manager I is required to develop and maintain cooperative working relationships; respond appropriately to difficult situations, recognize emotionally charged issues or problems; and display empathy to others. The incumbent is required to respond to major incidents or events that have significant impacts on the region's transportation system, and is required to drive, communicate by two-way radio, cellular telephone and other electronic communication.

WORK ENVIRONMENT

While in an office setting, the incumbent works in a climate-controlled environment with artificial lighting. The MM I is required to travel and work outdoors as needed; and may be exposed to dirt, noise, water, uneven surfaces, and varying temperatures and weather conditions. The incumbent is responsible for ensuring proper safety precautions are maintained and followed by staff. The incumbent must use proper safety precautions and procedures at all times. This position may be required to work irregular work shifts, including nights and weekends. Possession of a valid driver's license is required to operate a State owned or leased vehicle.

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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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE