

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

|                                                  |                                                    |               |
|--------------------------------------------------|----------------------------------------------------|---------------|
| CLASSIFICATION TITLE<br>CT Maintenance Area Supt | OFFICE/BRANCH/SECTION<br>District 10 - Maintenance |               |
| WORKING TITLE<br>Maintenance Area Superintendent | POSITION NUMBER<br>910-670-6282-918                | REVISION DATE |

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 Caltrans Maintenance Area Superintendent (Superintendent) provides general supervision over the operations of all Maintenance crews and activities within the assigned area(s) of responsibility. The Superintendent assigns work, directs, and maintains discipline among subordinate crew supervisors, allocates Maintenance resources assuring that levels of service are maintained, develops work plans for routine maintenance to develop long-term goals using Maintenance strategies. The Superintendent efficiently balances priorities and among all available resources, provides verbal and written reports to the Maintenance Manager I and II, responds to requests for information and serves as the public contact regarding highways in the assigned area(s), responds to Major Incidents, makes sound determinations regarding the size of crews needed, equipment placement and use, and hours worked. The Superintendent also selects, trains, and evaluates the performance of subordinates, ensures the upkeep and security of the maintenance facilities, and ensures compliance with all laws, safety rules, orders, environmental and storm water regulations, State policies and directives pertaining to their assigned area(s). The Superintendent develops relationships and works cooperatively with other agencies (e.g. California Conservation Corps, California Department of Forestry, California Highway Patrol, County/City Branches, etc.) that may, through various types of programs and/or agreements, provide assistance to the State highway maintenance program. Some travel may be required

**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.

- **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. (Equity, Employee Excellence - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Integrity)
- **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, Employee Excellence - Collaboration, Integrity, Pride)
- **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. (Prosperity, Employee Excellence - Equity, Integrity, Stewardship)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety, Prosperity - Collaboration, People First, Stewardship)
- **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, 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. (Prosperity, Employee Excellence - Collaboration, People First, 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, Employee Excellence - Equity, People First, Stewardship)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety, Employee Excellence - Equity, Integrity, Pride)

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

TYPICAL DUTIES:

| Percentage | Essential (E)/Marginal (M) <sup>1</sup> | Job Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 35%        | E                                       | The Superintendent assigns work, directs, and maintains discipline among subordinate crew supervisors. The Superintendent is responsible for the allocation of Maintenance resources within his/her area of responsibility ensuring adequate response to needs and assuring that levels of service are maintained. Develops weekly and annual work plans for routine maintenance and works with the Maintenance Managers and the District Maintenance Engineer to develop long-term goals using a combination of Maintenance strategies with an emphasis on preventive maintenance. Performs spot checks on inventory levels for accuracy, and any needed support during inventory reviews. Generally responsible for assuring the accuracy of all data input into the Integrated Maintenance Management System (IMMS). The Superintendent must efficiently utilize and balance priorities among all available resources including regular staff, intermittent staff, overtime, service contracts, construction projects, operating expenses, rented and departmental equipment, and other Caltrans personnel. |
| 25%        | E                                       | The Superintendent provides verbal and written reports to the Maintenance Manager I and II on the progress of (or) status of programs in his/her area and responds to requests for information from headquarters, other Branches, and other Agencies. Makes public contact regarding highways in his/her area and works cooperatively with other agencies (e.g. California Conservation Corps, California Department of Forestry, California Highway Patrol, County/City Branches, etc.) that may, through various types of programs and/or agreements, provide assistance to the State regarding its highway maintenance program. The Superintendent makes public appearances on behalf of the Department and responds to written, verbal, public, and private inquiries. Recognizes and takes positive action to ensure the highest possible departmental image is maintained. Is responsive to the needs of the Department's customers.                                                                                                                                                                     |
| 20%        | E                                       | The Superintendent takes an active part in determining the size of crews needed, equipment placement and use, and hours worked. The Superintendent is expected to maintain control and discipline and ensure that proper work methods and procedures are followed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 10%        | E                                       | The Superintendent selects, trains, and evaluates the performance of subordinates, takes or recommends personnel actions as appropriate, and provides safety training and supervision. Responsible for all training and career development of subordinates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 5%         | M                                       | The Superintendent prepares and/or supervises the preparation of the work involved in requisitioning materials, supplies, and other SB1 work; prepares or supervises the preparation of reports covering labor, equipment, and materials used including storm damage. The Superintendent responds to Major Incidents occurring within the assigned area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5%         | M                                       | The Superintendent shall work with the District Facilities Manager to ensure good upkeep and security of the maintenance facilities within his/her area of responsibility. Shall work to ensure compliance with all applicable laws, safety rules, orders, environmental and storm water regulations, and all State policies and directives pertaining to the facilities in their area(s). Assigns equipment, evaluates operating efficiency, and has overall responsibility for its proper use and care including reviewing equipment management information such as pre-operation forms and Biennial Inspection of Terminals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

<sup>1</sup>ESSENTIAL 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 supervisory position. The Superintendent will be the first line supervisor to seven Caltrans Maintenance Supervisors who supervise crews totaling 40 or more employees in the summer months, and 90 or more employees in during winter months. The Superintendent also manages and directs various service contracts and special programs. May occasionally act as the Maintenance Manager II for a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Superintendent must have knowledge of materials, methods, tools, and equipment used in highway maintenance and snow removal operations. Must be familiar with all rules, regulations, and procedures for the procurement of materials, goods, and services; rules and regulations of personnel administration, accounting, and principles of effective supervision and personnel practices. Must be thoroughly competent in the use of the English Language, mathematics, public speaking, and written communication. Must understand and use computers to conduct official business. Must have a working competency in word processing, spreadsheets, and email systems. Good judgment is necessary when a response is needed and appropriate notification to the Maintenance Managers is required. The Superintendent makes sound recommendations regarding equipment, telecommunication, and budgets for the assigned Maintenance area.

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

---

Possession of a valid Class C California Driver License is required.

Ability to supervise and direct the work of subordinates and be able to work effectively alone or with others

Must be able to analyze information provided by IMMS, the Maintenance Management System (MMS), provide cost estimates, analyze reports, and apply this information to planning, budgeting, cost control, equipment, personnel needs, and work scheduling.

---

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may endanger State workers and/or the public. Errors may also cause a waste of time and waste of taxpayer dollars through extra expense in the maintenance of highways, or damage to State equipment, property, and facilities. Failure to make timely and proper decisions could endanger human lives and property, and result in lawsuits. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

---

### PUBLIC AND INTERNAL CONTACTS

Frequent contact by phone, letter, email, and in person with State employees, other government agencies, and private citizens, concerning accidents and other emergency situations, the status of work complaints, and procurement will be mandatory. Has daily contact with subordinates and co-workers, often regarding sensitive issues. The incumbent is required to project a professional and businesslike image and to develop and maintain effective working relationships.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Occasional labor-intensive duties will be required and the incumbent must have the physical ability to react quickly to errant motorists. Must be able to work long hours under various climatic conditions, sometimes severe.

Hearing and vision should be adequate to ensure personal safety and that of others at the work site.

The Superintendent will be required to lift, bend, kneel, reach, push, pull, sit, and stand for long periods of time. Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems, and acknowledge the various responses. The Superintendent must be able to work alone or in a group environment.

---

### WORK ENVIRONMENT

The Superintendent will be exposed to computers, various lighting conditions, and will stand or sit for prolonged periods. Must be able to work at a keyboard and focus on complex tasks for long periods of time. Must be able to organize and prioritize large volumes of work documents. Overtime will be required, and vacations may be restricted during peak times and fiscal year-end closing. Emergency response requires working during nights, weekends, and holidays. Travel throughout the district and the state may be required. Assignments in the field will be required where exposure to high speed traffic will occur. The Superintendent must wear and use all required personal safety equipment and follow all policies, procedures, and safe working practices.

This position requires the incumbent at times to work at elevations up to 9,000 feet and traverse steep rugged terrain in severe weather conditions.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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 |