

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Hwy Equip Supt II	Division of Equipment/Maintenance & Repair/Shop 5/ 3229	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Equipment Shop Superintendent II	932-025-6819-XXX	

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

GENERAL STATEMENT:

While working for the Caltrans Division of Equipment and under the direction of the Supervising Highway Equipment Superintendent (SHES), the Highway Equipment Superintendent II (HES II) regularly exercises discretion and independent judgment regarding all shop, office, and materiel management (parts) sections of a medium field shop. In this capacity, the HES II represents the Division of Equipment (DOE) in a variety of public and private customers, advocates and ensures communication both internally and externally, and provides coordination of services and products. The HES II is expected to work closely with District Executive Management, including District Directors and Deputy District Directors to ensure each district is provided the right equipment at the right time and place. The HES II coordinates between Headquarters Equipment, Districts and Programs the acquisition, management, utilization, optimization, repair, improvement, and disposal of fleet equipment and vehicles, and maintains shop, field shop, and resident mechanic repair facilities in compliance with all federal, state, and local laws, regulations and policies. Maintains appropriate employee staffing levels, and promotes motivation and staff development. The HES II ensures adequate tooling and facilities are available to accomplish the quality services and equipment provided by the DOE.

CORE COMPETENCIES:

As a Hwy Equip Supt II, 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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Employee Excellence - Collaboration, Innovation, Stewardship)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Stewardship)
- Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Employee Excellence - Integrity)
- 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, Employee Excellence - Collaboration, Equity, Innovation, 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, Employee Excellence - Collaboration, Equity, Integrity, Pride, 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, Employee Excellence - Innovation)
- 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. (Climate Action, Employee Excellence - Collaboration, Integrity, Pride)
- Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Climate Action, Prosperity - Innovation, Integrity, 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. (Safety, Employee Excellence - Collaboration, Equity, Integrity, Pride)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

25%	E	Effectively communicates and advises shop staff regarding the implementation of the Department's Safety Program, DOE business practices, and Departmental and DOE guidelines. Includes shop superintendents, supervisors, and materiel managers in planning, organizing, decision making, and goal setting processes by providing opportunities for open communication. Frequently communicates at the District Executive and DOE Headquarters level, as well as with vendors to facilitate the flow of information and to resolve disputes.
15%	E	Assesses workload and makes appropriate staffing and business decisions based on available resources and priorities. Monitors productivity and makes adjustments to shop business practices to ensure efficiency. Coordinates with various Caltrans Program Managers to establish priorities and provide workload direction to staff. Makes recommendations on repair or disposal of fleet equipment, and the purchase of new equipment. Coordinates with Program Managers and fleet optimization coordinators to assure that fleet assets are managed efficiently and that both low and high use equipment are assigned appropriately so as to optimize the life of the asset(s).
15%	E	Works with the Materiel Manager ensuring compliance with and implementation of Materiel Management procedures. Coordinates and communicates with the Materiel Manager to make sure adequate resources are available to provide parts support and services. Communicates with the Materiel Manager to resolve materiel services issues.
15%	E	Plans for seasonal and other District needs such as: Winter preparation, summer mowing and storm water efforts, and provides progress reports to District Programs and DOE Headquarters. Reviews and approves minor Local Requests and provides DOE Headquarters appropriate documentation upon completion. Manages local preventative maintenance and other mandated programs. Generates reports and reviews data with staff as required to maintain an effective and productive Shop.
10%	E	Maintains proper distribution and expenditure tracking of allocated Shop dollars and staffing by determining workload priorities and District needs while staying within allocation. Utilizes Fleet Asset Management principles to optimize fleet repair and replacement expenditure allocations. Ensures information entered by all shop personnel into DOE's Fleet Management System, Staff Central, and other data collection systems is complete, timely, and accurate.
10%	E	Receives and responds to a variety of daily communications from District, DOE Headquarters, and Shop Personnel to ensure appropriate services are provided to the District. Frequently participates in DOE and District meetings and is an integral part of the decision making process to resolve equipment related issues. Travels throughout the District to inspect equipment and provide opportunities for communication from various equipment users and DOE employees.
5%	E	Assigns work area responsibilities and provides instruction in personnel issues. Provides accurate written and verbal correspondence in regards to employee hiring, development, evaluations, and maintaining discipline. Takes or recommends appropriate personnel management actions.
5%	M	Participates as an active member of various DOE and District work groups, committees, and teams to promote collaboration between programs and provide opportunities for communication and innovation.

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 Excluded Equipment staff and administrative support staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of various types, models, capacity, operative characteristics, principles, and practices employed in the construction, operations, maintenance, use and repair of motorized vehicles, heavy construction and maintenance equipment; approved methods, tools, and equipment used for the repair and fabrication of such equipment employed in the maintenance and construction of highways and appurtenant structures; various safety regulations governing Shop operations; training and development practices; and methods of keeping records of equipment and perpetual inventory.

Ability to read and write English at a level required for successful job performance; understands and effectively carries out State and departmental Equal Employment Opportunities Policies; analyzes situations accurately and takes effective action; speaks and writes effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Shop Superintendent has responsibility for his/her own acts. Errors in judgment could result in inappropriate purchases,

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

weak or poor support to the Districts efforts, damaged equipment, safety hazards, reduced and untrained staff, and ballooning costs. This position has been designated as safety sensitive in accordance with Department of Personnel Administration Rules 599.960 and 599.961. Use of alcohol and/or drugs that impede the employee's ability to perform his or her duties safely and effectively could clearly endanger the health and safety of others, resulting in injury and/or death.

PUBLIC AND INTERNAL CONTACTS

The Shop Superintendent conducts business with manufacturer representatives, vendor representatives, other State Departments, Headquarters and District representatives such as District Directors and their Division Chiefs, Maintenance Superintendents, Equipment Managers, and Shop Analyst's office to resolve budget issues. Occasional contacts with the public and other public agencies relating to equipment operation or administration.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit long periods of time using a keyboard and video display terminal. The incumbent must have the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work, communicate effectively, and respond appropriately to difficult situations. Must have the ability to multi-task, adapt to changes in priorities, and complete projects.

WORK ENVIRONMENT

Employees will work in a climate-controlled office under artificial lighting, as well as travel to field locations at varying times of the day or night and in inclement weather as required.

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
------------------------	------