

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Manager I	OFFICE/BRANCH/SECTION District 11/ Maintenance/ West Region	
WORKING TITLE MM 1 Encampments, Escondido, Bridge and Functional Crews	POSITION NUMBER 911-700-6280-XXX	REVISION DATE 08/27/2026

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 (West Region Manager), the Maintenance Manager I (MM I) coordinates, plans, and provides direction on unsheltered encampments within the State right-of-way and is consistent with the Department's policies to ensure the safe operation and performance of the State Highway System while respecting the rights of the unsheltered individuals. Responsibilities include planning, implementing, and managing goals for encampment activities, litter, and operations in accordance with Maintenance Program policies and procedures. Serves as the point of contact for district maintenance inquiries related to encampments, litter, delegated maintenance agreements, and grants with local agencies. Participates on internal and external task force groups and committees related to unsheltered encampments and litter activities.

The MMI also directs field maintenance program activities for the Escondido and Bridge/ Functional crews. Responsibilities include planning, implementing, and managing 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 including; Managed Lane activities on the I-15 and Coronado Bay Bridge, Storm-water/ Culvert cleaning, Guardrail, Landscape and Roadway crews. Responsible to managing within budget and resource allocations to achieve performance goals and high levels of service.

Strong verbal and written communication skills are required. A Class C driver's license is required.

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)
- **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)
- **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)

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- **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)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Serves as the primary contact for the District's Unsheltered Encampment Maintenance Program to direct and oversee designated area superintendents in the planning, management, and implementation of all field maintenance operations and activities related to unsheltered encampments within State right-of-way in accordance with the Department's policies, procedures, and guidance. Completes reviews for consistency and recommends best management practices for the district. Develops and maintains working partnerships with the California Highway Patrol (CHP) and internal and external partners to ensure well-coordinated collaboration.
30%	E	Directs and oversees designated area superintendents in the planning, management, and implementation of all field maintenance operations and activities in the Escondido and Bridge/ Functional Areas. Develops innovative and creative strategies to maximize accomplishment of zone level 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, and ensures effective use of service contracts. Oversees implementation within budget and resource allocations to achieve high LOS (Level of Service) 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.
20%	E	Serves as a primary contact for litter and beautification of transportation facilities for D11 Division of Maintenance. Responsible for the coordination, planning, directing, and management of program activities with a focus on Maintenance crews. Advises Maintenance management on policies. Communicates policy decisions to district management. Identifies and prioritizes issues/needs requiring attention. Conducts independent research and formulates recommendations on program policy actions. Develops and maintains working partnerships, agreements, and joint activities in collaboration with district staff, program staff, management, and external partners. Coordinates with District division and headquarters staff on various matters related to highway infrastructure maintenance issues, and with the Region Manager on personnel, budgets, material purchases, and contracts usage. Maintains formal and informal contacts with other agencies on maintenance matters, including Delegated Maintenance Agreements and special permit activities. Negotiates concerns for special programs and sensitive issues.
15%	E	Reviews the District's work plans and performance, provides guidance and recommendations to meet Headquarters (HQ) program goals. Assures the district meets unsheltered encampment training to maintenance staff on policies and procedures in addressing unsheltered encampments. Monitors and addresses safety practices, conducts field reviews as needed to evaluate district's performance. Provides staff expectations, career development guidance, and instructions and performance appraisals. Counsels subordinate supervisors on personnel problems as necessary; recommends and maintains discipline. Manages, assigns, and reviews the work of assigned staff engaged in acquisition of commodities, contract services, CAL-Card activities, materials management, and safety practices. Reviews and approves acquisitions, ensuring they are processed and executed in conformance with the delegations provided by law and policy.
5%	M	Assists the Caltrans MM II with various field activities and operations within the West 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 MM II in their absence.

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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 Caltrans Maintenance Area Superintendents, and their subordinate staff activities and operations with in their areas of responsibility.

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 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 MM I must have the ability to utilize a variety of analytical techniques to address complex managerial problems and issues. The incumbent is responsible for ensuring 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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, actions, conduct, and direction could result in inefficient use of resources, violations of State policies and procedures, unsafe highway conditions, unnecessary safety risks of employees, partners, contractors, or members of the public, poor morale, loss of limited State resources and the Department's credibility, tort liability, and impacts the Department's ability to effectively deliver its maintenance work program.

PUBLIC AND INTERNAL CONTACTS

This position requires maintaining positive contacts and communication with Headquarters Managers, external partners, contractors, consultants, and members of the public. The incumbent represents the Department's Maintenance Program with both external and internal parties, and must be able to articulate program goals and objectives clearly. There is considerable contact with external agencies. The MM I interfaces with the public in various forms, working with city and county governmental officials, regulatory agencies 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 is required to sustain activity needed for report writing, problem solving, researching, analysis, and reasoning. The MM 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 and communicate by two-way radio, cellular telephone, and other electronic communication. Responsible for completing tasks and assignments, must be able to multi-task, have problem-solving, analysis, and reasoning skills; adapt to charged issues and sensitive information and data sources; and is expected to maintain cooperative working relationships and respond appropriately to difficult situations.

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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.

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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