

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Manager II	OFFICE/BRANCH/SECTION District 10 – Maintenance	
WORKING TITLE Regional Manager of Maintenance Support	POSITION NUMBER 910-610-6239-XXX	REVISION DATE 09/25/2026

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 Office Chief, a Supervising Transportation Engineer (TE), the incumbent serves as the Maintenance Manager II (MMII) with the working title Regional Manager of Maintenance Support. The incumbent is responsible for implementing, directing, and managing a broad and complex portfolio of district wide Maintenance Support functions. These functions include oversight of fleet optimization, equipment, facilities management, level of service (LOS) performance, hazardous materials (hazmat) coordination, landscape program activities, storm water compliance, Adopt-A-Highway operations, utility coordination, Integrated Maintenance Management System (IMMS) administration, radio communications, encampment response support, and on-boarding for new field staff.

The incumbent provides leadership, direction, and technical guidance to ensure that Maintenance Support programs operate efficiently, and comply with statewide policies. The position requires strong operational awareness, strategic planning, and collaboration with regional managers, superintendents, supervisors, including specialist and various internal and external partners to deliver consistent, high-quality Maintenance Support services across the district.

Special Requirement - must possess a valid Class C Driver's License.

CORE COMPETENCIES:

As a CT Maintenance Manager 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Employee Excellence - Equity, People First, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity - Collaboration, People First, 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, Prosperity - Integrity)
- **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. (Safety, Equity - Collaboration, People First)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Safety, Equity - Integrity, People First, Pride)
- **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. (Prosperity, Employee Excellence - Collaboration, Equity, Innovation)
- **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, Employee Excellence - People First, Stewardship)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety, Equity - Integrity)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Safety, Equity, Climate Action - People First)

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
25% E	Resource Management: Develops, implements, and manages the Maintenance Personal Service (PS) and Operating Expense (OE) budgets for the Offices of Maintenance Support. Clearly communicates the organization’s mission, vision, and strategic management plan and strategies. Provides staff with the resources needed to perform their assigned duties successfully (e.g., tools, equipment, materials). Reviews proposed changes in policies and procedures as they relate to the Maintenance Program and individual programs for operational needs.
20% E	Provides oversight and direction of the District Encampment Program, ensuring effective management of Emergency Response Incident Operations related to encampment removal and cleanups. Oversees activities including the removal of debris from illegal and unauthorized dumping, cleanup of freeway spills on traveled-ways, roadsides, landscape, and highway appurtenances. Guides and monitors related maintenance activities, minor repairs, and mitigation efforts associated with encampments to maintain safety operational standards throughout the district.
20% E	Oversees and is accountable for the planning, organization, and management activities within the Office of Fleet and Facilities, including providing direction and overall responsibility for the optimization and utilization of the district’s fleet and equipment, and the Fleet Acquisition Plan (FAP). This includes the oversight of equipment management and rental contracts, coordination of equipment transportation, and supporting other programs to ensure optimal equipment use across the district. Provides direction and ensures accountability for facility maintenance programs throughout District 10. This includes the management of repairs and installations of new and existing systems and equipment at Vista Points and Maintenance Facilities.
20% E	Oversees and is accountable for the planning, organization, and management of activities within the Office of Maintenance Support. This encompasses ensuring the coordinated operation of its various units, including district hazardous materials management, landscape maintenance, Adopt-A-Highway initiatives, stormwater coordination, levels of service monitoring, utility management, and the Integrated Maintenance Management System (IMMS).
10% E	Directs the onboarding, training, and instruction programs for new and existing personnel. These programs focus on the proper use, operation, servicing, and minor repair and adjustment of automotive and maintenance equipment used in Caltrans maintenance operations.
5% M	Serves on various committees representing the Maintenance Program for the District; encourages innovative solutions from staff and serves as a role model by striving for continuous improvement. Responds to questions or inquiries from the public and other public agencies. Acts as a liaison with local agencies and Headquarters staff.

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 Maintenance Manager I's, including the District 10 CECC Manager, D10 FOM, and Maintenance Support; and CT Maintenance Area Superintendent Specialists.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The MMII must understand the principles and techniques of personnel management, the department's Equal Opportunity Policy, labor relations program, and Caltrans Injury and Illness Prevention Plan. Must possess knowledge of maintenance budgeting, contract writing, purchasing, personal computers, and equipment operation. Must possess a thorough knowledge of maintenance functions and the Mission, Goals, Vision, and Values, of the Department of Transportation.

Must have knowledge of the materials, methods, and equipment used in maintenance along with the ability to plan, organize, and direct the work of others. Must be able to analyze situations accurately and develop an effective course of action on very short notice. Be able to relate to and work with interdisciplinary groups and large segments of the public, make effective presentations, and prepare written and oral reports.

Ability to read and write English at a post high school level. Must be able to articulate program policies and goals to management, staff, and the public. Must be able to communicate effectively and tactfully and possess sound techniques for handling sensitive issues.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error in analysis, action, conduct, and decisions could result in the inefficient use of resources, loss of individual and departmental credibility, poor employee morale, and affect the ability of Caltrans to deliver its work program on schedule and within budget. Errors in judgment could result in inappropriate purchases and compromised stewardship, damaged equipment, safety hazards, staff injuries, and unanticipated costs.

PUBLIC AND INTERNAL CONTACTS

Internal customers include Headquarters Program Managers, Division Chiefs, District Directors and their Deputies, Division of Equipment, Maintenance Managers, Superintendents, and rank and file staff. Contacts include both internal and external partners, other agencies, and the public. The MMII may also conduct business with external control agencies including the Department of Finance, Legislative Analyst's Office, Department of General Services, and other internal and external partners. Attitude and public image of the Department is essential.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time using a keyboard and video display terminal. The MMII must have the ability to develop and maintain cooperative working relationships with those contacted in the course of business, communicate effectively, and respond appropriately to difficult situations. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames. Must travel throughout District to participate and coordinate training, meetings, evaluations of equipment, and manage contracts and services.

WORK ENVIRONMENT

MMII will work in a climate-controlled office under artificial lighting, as well as traveling to field locations at varying times of the day or night in potentially inclement weather as required. Will be required to traverse office complexes, parking lots, equipment repair shops, sidewalks and highway facilities. Working extra hours may be required, and vacations may be restricted during peak times and fiscal year-end closing. Assignments in the field will be required where exposure to high speed traffic will occur. During field operations the MMII will be required to wear and use mandated personal protective equipment and follow all policies, procedures, and safe working practices.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans'evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The employee will be required to commute to the headquartered location as needed to meet operational needs. All commute expenses to the headquartered location will be the responsibility of the employee. Will be required to travel to field office locations, District Offices, Headquarters, and other districts throughout the state to attend meetings or trainings. Occasional overtime, night work, and overnight travel may be required. Reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions.

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