

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Supervisor	08-602 Maintenance Support (EFIS # 4275)	
WORKING TITLE	POSITION NUMBER	REVISION DATE
CT Maintenance Encampment Removal Supervisor	908-602-6301-XXX	08/03/2026

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 a Caltrans Maintenance Area Superintendent, the Caltrans Maintenance Encampment Removal Supervisor is responsible for the activities of a crew engaged in Encampment removal, and associated with encampment removal policy within the State right of way. This position is located in District 08, San Bernardino and Riverside Counties, and can have high volume of multi lane freeways. Must possess a valid Class "C" Driver's License. Must have ability to plan, organize, and direct the work of others; operate and care for maintenance equipment; prepare preliminary budget estimates and reports; interpret simple written removal instructions; the ability to keep records of time, materials, and equipment used in removal process; detect unsafe conditions and practices; and organize, conduct and evaluate safety training programs. Emergency response can be required outside of employee's normal works hours. Duties include but are not limited to:

CORE COMPETENCIES:

As a CT Maintenance Supervisor, 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, 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)
- Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (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)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (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)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (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
Essential (E)/Marginal (M)¹ Job Description

ADA Notice

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45%	E	Plans, schedules, assigns and monitors various Maintenance Encampment Removal activities and evaluates the performance of the crew, equipment, and materials, Uses the Integrated Maintenance Management System to track personnel, equipment, material, and physical inventory. Ensures the crew is trained and strictly adheres to the safety policies and procedures contained in Chapter 8 of the Maintenance Manual Volume 1, and complies with supervisor's responsibilities set forth in the Caltrans injury and Illness Prevention Program.
25%	E	Trains personnel in all phases of the Maintenance Encampment Removal work and completes reports. Maintains discipline and ensures an environment free of sexual harassment and workplace violence. Trains crew on proper operation of equipment and hand tools used while performing duties associated with Encampment Removal process; and other related duties.
15%	E	Responds to emergencies that concern the Encampment Removal process and potential hazardous substance spills. Emergency response may be required outside employees normal work hours.
10%	E	Works with overseeing contract projects within the section, ensuring Maintenance concerns are considered during removal. Participates in planning major Encampment Removal needs for the section. Monitors illegal encroachment within the right-of-way.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

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
Supervises Encampment Removal Crew and work of outside contractors.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Requires knowledge of materials, methods, and equipment used in the Encampment Removal.; characteristics of the equipment and tools used and their operation and maintenance; provisions of California Vehicle Code as they apply to the stated duties. The incumbent must also have knowledge of rules and regulations pertaining to Encampment Removal policy and practices, and rules and regulations pertaining to inspection of encroachments; knowledge of traffic control procedures in Chapter 8 of the Maintenance Manual; accident prevention techniques; safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program; and basic safe work practices; principles of effective supervision; 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. The incumbent must have ability to plan, organize and direct the work of others; operate and care for maintenance equipment; interpret simple written removal instructions; prepare preliminary budget estimates and reports; the ability to keep records of employees' time, materials, and equipment used; detect unsafe conditions and practices and plan, organize, conduct and evaluate safety training programs; must have the ability to develop and maintain cooperative working relationships, and deal tactfully with the public; and must be able to accurately analyze situations and adopt an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Without detailed supervision, the incumbent is responsible for planning and scheduling work to be performed, and equipment and materials to be used within an assigned area, exercising judgment and making decisions relative to safety of employees and the public. Error in judgement would result in needed work being overlooked or resources committed to less important projects. Poor decisions or actions could have broad implications involving employee morale, safety of employees and the traveling public, and monetary loss.

PUBLIC AND INTERNAL CONTACTS
Has continuous contact with crew members and extensive contact with contractors. Has contact with various others in the District Office. Interacts with officials from local public agencies. Will have frequent contact with the public for a variety of reasons, including answering complaints, inquiries, handling restricted traffic situations and encroachment permits.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Fine manipulation, sitting, standing, walking and walking on uneven ground will be required. The incumbent will be required to handle sensitive or emotionally charged issues. May expect to be called upon at any time of the day or night to handle emergency situations.

WORK ENVIRONMENT
The position is based in an office at Maintenance Support with artificial lighting. The incumbent will use a personal computer with

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keyboard, mouse and monitor, but will spend time in the field driving throughout the District and on foot. The supervisor's area includes all of Riverside and San Bernardino County, with high-density freeways and including some areas that have hot, mostly dry summers with temperatures that can be in excess of 100 degrees.

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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