

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Bridge Maintenance Sup	OFFICE/BRANCH/SECTION District 10 - Maintenance	
WORKING TITLE CT Bridge Maintenance Supervisor	POSITION NUMBER 910-680-6310-XXX	REVISION DATE 09/29/2026

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

GENERAL STATEMENT:

The Bridge Maintenance Supervisor works with a maintenance crew engaged in highway maintenance and bridge maintenance activities. n charge of personnel classifications including that of; Caltrans Maintenance Worker, Caltrans Equipment Operator I, and Caltrans Equipment Operator II, Caltrans Highway Maintenance Leadworker, and Caltrans Structural Steel Welder. Possession of a valid driver's license is required when operating a State owned or leased vehicle. Possession of a valid Class B or Class A commercial driver license with endorsements P (Passenger/Bus), H (Hazardous Material) and N (Tank Vehicle) is desirable.

CORE COMPETENCIES:

As a CT Bridge Maintenance Sup, 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, Employee Excellence - Collaboration, Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration, Innovation, People First, 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, Prosperity, Employee Excellence - Collaboration, Innovation, People First, 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, Employee Excellence - Collaboration, Innovation, 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, People First, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Employee Excellence - Collaboration, 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 - Collaboration, Integrity, People First, Stewardship)
- Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Employee Excellence - Collaboration, People First, Stewardship)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Employee Excellence - Collaboration, Integrity, People First, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

40%	E	he Bridge Maintenance Supervisor lays out and oversees maintenance or construction work on highway structures and highways, and works with a crew performing these tasks. Assures that proper methods and procedures are used in the handling and application of materials utilized in the maintenance of highway structures and highways. Keeps records of materials, labor, and equipment costs in the Integrated Maintenance Management System (IMMS) database. Makes essential purchases utilizing the Cal-Card and Advantage Accounting System. Uses a personal computer to track expenditures, safety meetings, facility and job site inspections, as well as other required tasks using Microsoft Word and Excel programs. Ensures that State equipment is properly operated and maintained. Practice safe operations and control traffic methods as specified in Chapter 8 of the Maintenance Manual. May use products that could be hazardous or dangerous, if not handled properly.
40%	E	The Bridge Maintenance Supervisor oversees the use and service of highway maintenance equipment. Identifies the Levels of Equipment for Caltrans Maintenance Worker, Caltrans Equipment Operator I, and Caltrans Equipment Operator II and ensures that equipment is properly assigned. Directs maintenance work associated with bridges, pump houses, highway structures, storm drainage, vegetation control, tree and brush maintenance, and installing storm water protection measures. Directs crew in tasks related to the repair and replacement of bridge railing, concrete pumping, asphalt and concrete repair, and preventative maintenance operations. Operates manual and power hand tools. Assigns and performs litter, graffiti, illegal encampment clean up, and dead animal removal and disposal. May oversee the installation and repair of signs, fence and guardrail, traffic barriers, delineation, and other safety devices.
15%	E	The Bridge Maintenance Supervisor assigns, qualifies, and provides training for employees on equipment. Holds regular Tailgate Safety and Best Management Practices (BMP) meetings, performs operational reviews and keeps records in compliance with Cal-OSHA requirements. Attends all required training programs and schedules training for employees as needed. Performs all required field and facility inspections.
5%	M	The Bridge Maintenance Supervisor assigns and performs minor repairs to maintenance facilities along with janitorial duties and facility upkeep.

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

The Bridge Maintenance Supervisor directs the crew's operation and, in the absence of the Caltrans Maintenance Superintendent, may be responsible for all activities of the all crew's in Superintendent's Area.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Bridge Maintenance Supervisor must have knowledge of procedures, materials, tools, and equipment used in the construction and maintenance of highways and structures. Must be familiar with the provisions of the California Vehicle Code as it applies to the operation of motor vehicle and traffic regulations. Have knowledge of the regulations and safety practices pertaining to highway emergency services, emergency first aid, rules and regulations pertaining to snow removal, and principles of effective supervision.

The Bridge Maintenance Supervisor must possess the ability to read, write, and follow oral and written directions in English at a level required for successful job performance. Must be able to interpret simple blueprints and sketches, plan and direct the work of others, and keep time and cost records of materials, equipment, and expenses.

Must possess skill in operating a variety of complex or heavy maintenance equipment, and have the ability to make minor adjustments and emergency repairs to such equipment.

Have knowledge and ability to operate computer and electronic systems, and be able to operate radio communication equipment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

If the proper equipment and method is not used in maintaining State highways, it could mean rebuilding at great expense to the State and cause inconvenience to the traveling public. Errors in judgment regarding safety practices and the safe operation of equipment could result in property damage, injuries to our employees and/or the traveling public.

Employees of the State may be held liable for their own actions as a result of their negligence on a job.

PUBLIC AND INTERNAL CONTACTS

The Bridge Maintenance Supervisor may be asked to work with representatives from both public and private agencies as well as all levels of Caltrans Management.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Bridge Maintenance Supervisor will be required to bend, stoop, climb, kneel, reach, push, pull, sit and stand for long periods of time. May be required to assist in the clean up in the event of accidents involving personal injury to others and/or hazardous spills. Must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses. Must be able to work unsupervised.

WORK ENVIRONMENT

The Bridge Maintenance Supervisor may be exposed to loud noise, dust, chemicals, extreme weather conditions, great heights, confined spaces, unstable terrain, vehicle traffic. Required to wear all personal protective equipment and follow all policies, and procedures. Will be required to work overtime, rotating or irregular shifts, weekends, nights, holidays, and respond to after-hour emergencies.

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