

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Manager I	OFFICE/BRANCH/SECTION Maintenance Support/ Maintenance/Caltrans	
WORKING TITLE Maintenance Support Manager I	POSITION NUMBER 903-600-6280-XXX	REVISION DATE

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 the Maintenance Manager II, Maintenance Support, the incumbent is responsible for the planning, organization and directing of the work assigned to the Office of Maintenance Support. Incumbent must possess a valid Class C California Drivers License. Duties include but are not limited to:

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, Employee Excellence - Innovation, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - 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 - Integrity, Pride, Stewardship)
- 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, Employee Excellence - Innovation, People First, Stewardship)
- 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, Employee Excellence - Collaboration, Integrity, People First, Stewardship)
- Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Safety, Employee Excellence - Innovation, People First, 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, Employee Excellence - Collaboration, Innovation, 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, Employee Excellence - Innovation, People First, 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 - Integrity, People First, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% E	Directs portions of the operation of the Maintenance Support Office to ensure the coordinated operation of the various units. Oversees the positions of the Stormwater, Levels of Service (LOS), and Hazmat. Maintains the Maintenance Support staffs operational expense budget spreadsheet and approves all purchases. Acts as the liaison between the Maintenance Support staff, the District Office and the Regional Offices

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20%	E	Oversees the District Stormwater Manager and the Assistant Stormwater Manager who are responsible for the coordination of the Stormwater Management Plan for the District. Works with the Maintenance Support Unit, Headquarters, District Office, and Region Office personnel to develop new policies and to maintain compliance with the National Pollutant Discharge Elimination System (NPDES) permit that has been issued to Caltrans- District 3 by the California State Water rules and regulations and assists various Caltrans personnel to ensure they are following set guidelines. Manages the Stormwater budget to ensure funds are spent appropriately and that all expenditures are monitored and documented on a detailed spreadsheet. This information is used to forecast expenditures for future fiscal years. Assists in the Stormwater inspection programs.
20%	E	Oversees the LOS program, the coordination and scheduling of end of fiscal year LOS review, makes sure all resulting reports are completed and submitted to Headquarters in a timely manner. Works with the LOS Coordinator and Regional Office Management to identify and prioritize the attributes with the most urgent need for maintenance or rehabilitation from the current review. Works with Regional Office Management to generate practical solutions for the identified urgent needs.
20%	E	Oversees the District's Hazardous Material Spills and Hazardous Waste Program. The incumbent is responsible for management of business plans, site investigations, underground storage tanks, and is the contract administrator for disposal of hazardous materials.
10%	M	Will attend statewide meetings relating to the programs managed. Analyzes program data for gaps, trends, and outlying indicators which may influence future policy and/or budget decision making. Conducts analysis of information to demonstrate alignment and support of Maintenance Programs' goals with the Departmental strategic plan. Other duties as assigned by management.

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 and indirectly supervises staff assigned to the Maintenance Support unit.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, and equipment used in the maintenance and construction of highways, highway structures and landscape; operation of a maintenance territory; characteristics of heavy construction and maintenance equipment; rules and regulations pertaining to maintenance operations; employee health, safety and labor relations programs and the process to meet their objectives; computerized management systems; principles of effective personnel management and supervision; project management techniques; a supervisors role in equal employment opportunity. Must possess a thorough knowledge of statewide maintenance functions and the mission, goals, organization and procedures of the Department of Transportation.

Incumbent must have a high degree of proficiency with personal computers, including competency in MS Word, Excel, AMS Advantage, and other Caltrans database programs. Incumbent must possess the ability to analyze data, develop ideas, and provide recommendations and present information correctly and effectively, both orally and in writing. Must have the ability to handle multiple tasks efficiently and have a strong ability to organize, track, manage time and prioritize tasks. Must have the ability to analyze and apply current rules and regulations when conducting business. Incumbent must possess the ability to use good judgment in situations to determine appropriate action. Incumbent must be able to maintain a positive attitude when interacting with internal and external partners so they remain professional and courteous at all times.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for their own actions, decisions, quality of work and proper use of State time, equipment and materials. Improper use of State time, equipment and material, inability to perform the essential duties stated above, failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

The incumbent is involved in daily email, telephone and in-person contact with public and Caltrans employees. Incumbent is required to project a professional and courteous business-like manner, and develop and maintain effective working relationships internally and externally.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sustained mental activity is needed for report writing and review, auditing, problem solving, analysis and reasoning. Ability to develop and maintain cooperative working relationships, responds appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledges the various responses.

ADA Notice

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WORK ENVIRONMENT

Incumbent when performing office duties will work in a climate controlled office setting under artificial lighting; however due to periodic problems with the heating and air conditioning systems, the building temperature may fluctuate. Incumbent will be exposed to computers, various lighting conditions, and stand or sit for prolonged periods; must be able to work at a keyboard and focus on complex tasks for long periods of time and must be able to organize and prioritize large volumes of work and documents. The incumbents normal working hours will be set between 7:00 am and 5:00 pm. May be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

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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