STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Area Supt	District 11/ Maintenance/ West Region	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Maintenance Area Superintendent (CECC & TBMP)	911-700-6282-918	10/01/2026

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 a Maintenance Manager I, the Caltrans Maintenance Area Superintendent (CMAS) oversees highway and facility maintenance operations with the Caltrans Encampment Cleanup Crews (CECC) and Treatment Best Management Practices (TBMP) crew. This role is responsible for ensuring high levels of service (LOS) by managing inventory, maintaining state property and equipment, and coordinating personnel and resources. The CMAS resolves operational issues as they arise, prioritizing safety and cost-effectiveness. Possession of a valid Class C driver's license is required in conjunction for this position. The incumbent works individually and with others. This position is not represented under collective bargaining.

CORE COMPETENCIES:

As a CT Maintenance Area Supt, 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/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (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)
- **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)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (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
35%	E	Monitors safety practices in area and plans, organizes, conducts, and evaluates safety training programs. Routinely inspects all field and facility work locations under their jurisdiction to identify, document, and eliminate physical or environmental hazards that may contribute to injuries or illnesses by preparing three or more documented field or facility safety reviews per week.

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25%	E	Supervises, hires, develops, and trains staff. Clearly communicate the organization's mission, vision, strategic plan, and strategies. Ensures staff are familiar with the Letter of Expectations (LOE) and Department policies and directives. Provides staff the resources needed to perform their duties successfully (e.g., tools, equipment, materials, training.) Schedules work assignments, establishes priorities, and directs the work of staff, making adjustments as necessary due to changing priorities of the District and Department. Provides feedback on job performance to the employee that entails critical, constructive, and oral and written feedback through the regular monitoring of their productivity and workload. Prepares timely probation reports, annual performance reviews, and individual development plans; provides training opportunities within the unit. Ensures staff attend mandated training. Takes the necessary, appropriate actions to address performance issues; works with the District Discipline Manager and the Office of Discipline Services to address all issues immediately.
20%	E	Advises subordinate supervisors in work involving in requisitioning materials and supplies; prepares or supervises preparation of reports covering labor, equipment and materials used; develops estimates for regular and special maintenance and minor improvement work, which includes extracting and evaluating data from Integrated Maintenance Management System (IMMS) reports. Recommends projects and sets priorities in assigned area overseeing District encampment cleaning and removal efforts and Treatment Best Management Practices facilities.
10%	E	Prepares reports to the Region Manager or Deputy District Director on the progress of work or status of program in assigned area.
5%	E	Prepares and submits recommendations for equipment, communications, and maintenance budgets for assigned area. Supervises the work involved in requisitioning materials and supplies; prepares or supervises preparation of reports covering labor, equipment, and materials used.
5%	M	Makes public contacts regarding highways and landscaping in his/her area. Investigates and responds to public complaints.

[1]ESSENTIAL 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
Incumbent supervises Caltrans Maintenance Supervisors over the Caltrans Encampment Cleanup Crews (CECC) and Stormwater Treatment Best Management Practices (TBMP) crew, who in turn direct their subordinate crew members.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Materials, methods and equipment used in the construction and maintenance of highways, structures and landscaping
• Characteristics of materials, operation and maintenance of equipment used in highway maintenance, structures and landscape maintenance; provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles
• Rules and regulations pertaining to highway and structures maintenance and safety practices
• Procurement rules and procedures; administration of service contracts; encroachment permits process
• Proper use of management systems including IMMS
• Principles and techniques of personnel management and supervision
• Care and upkeep of landscape and associated chemical applications
• The Department's labor relations program objectives
• A supervisor's role in safety, health, and labor relations and the processes available to meet these program objectives
• Manager/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment free of discrimination and harassment
• Basic occupational safety and health regulations; departmental safety and health policies and procedures; a basic knowledge of safe work practices; a supervisor's role in maintaining an effective Injury and Illness Prevention Program.
• Computer applications such as Microsoft (MS) Word, Outlook and Excel

Ability to:
• Establish and maintain records and prepare cost estimates and reports
• Read, interpret, and work from plans
• Analyze situations accurately and adopt an effective course of action
• Detect unsafe conditions and practices; plan, organize, conduct and evaluate safety training programs
• Gather and analyze data
• Reason logically, draw valid conclusions and make appropriate recommendations
• Prepare correspondence and clear and comprehensive reports
• Communicate effectively, verbally and in writing
• Effectively contribute to the Department's safety, health, and labor relations objectives;
• Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and

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harassment

Analytical ability is required to plan, budget, determine equipment needs, and schedule the work of others. As a job is in progress, the incumbent must continually assess weather conditions, traffic, equipment performance, etc., and adjust the plan appropriately, including in emergencies when quick-thinking is essential.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decisions can affect the safety of the crew and the public, result in equipment misuse, tort liability, or employee grievances. Inaccurate, delayed or incomplete estimates may result in added material costs. The incumbent has the responsibility of such decisions and actions as are necessary to accomplish the duties of the position under limited supervision. Renders decisions in the areas of major construction/maintenance equipment to be purchased or services to be obtained; maintenance work to be budgeted; passes on difficult operational problems, including storm damage restoration when time frames are critical.

PUBLIC AND INTERNAL CONTACTS

In many areas, the incumbent has primary contact between Caltrans and the public. Public contact can be by mail, electronic, phone and in person. In emergency situations (flood, accidents, spills), incumbent works closely with representatives of other agencies. May have routine contact with region office staff; frequent contact with District Office staff. The position requires daily contact with subordinate supervisors and coworkers, frequently regarding sensitive areas. It is necessary to achieve/project a professional, businesslike image with the public and fellow employees, and develop and maintain effective working relationships.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Depending on the activity, the position requires sitting or standing, sometimes prolonged. Driving is required to attend meetings and field reviews in various locations. The position requires sufficient initiative to work with minimum supervision, concentration sufficient to the task at hand, and the ability to work cooperatively with others, sometimes in demanding situations. The CMAS has a pivotal role in maintaining the morale of the crews; requires the ability to develop and maintain cooperative working relationships; responds appropriately to difficult situations (irate citizens or employees); recognizes and responds appropriately to emotionally-charged issues or problems; responds calmly to unusual situations, keeping in mind at all times the safety of the crew and traveling public.

WORK ENVIRONMENT

Work is performed outdoors and in an office setting. While in an office setting, work is performed in a climate-controlled environment under artificial light. While outdoors, the incumbent will perform field reviews that may expose the incumbent to heat or inclement weather, blown dust, traffic or equipment noise, and uneven terrain. Appropriate safety gear provided by the department must be worn for field reviews. Possession of a valid driver’s license is required to operate a State owned or leased vehicle.

Incumbent may be required to work outside the normal schedule as needed. Except when on leave, the incumbent is expected to be available by phone to direct emergency situations/personnel.

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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

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