STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Supervisor	D03-Maintenance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Maintenance Supervisor (HazMat)	903-659-6301-918	

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

GENERAL STATEMENT:

Under the general supervision of a Maintenance Manager I, the incumbent supervises a maintenance crew engaged in Emergency Response Incident Operations related to encampment removal and cleanups, removal of debris from illegal and unauthorized dumping, cleanup of freeway spills on traveled-way, roadsides, landscape and highway appurtenances, related maintenance activities, minor repairs and mitigation efforts associated with encampments. The Maintenance Supervisor maintains knowledge of current and applicable safe work practices and expectations, training and compliance of maintenance staff with departmental and mandated safety and health standards, policies, procedures, and directives as stipulated by departmental guidelines and legal requirements including Maintenance Policy Directive 1001-R1 (MPD1001-R1), and the current Encampment Coordinators Reference Guide or their successors and ensures all crew staff receive and maintain the required training, certifications, and licenses required to perform encampment HazMat cleanups, related repairs, and site mitigations. Incumbent may be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and is required to respond to emergency situations and calls. A valid Class “C” Driver's License is required for this position. Incumbent may be loaned to other cost centers.

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.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety - Innovation, Integrity, Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Innovation, Integrity, Pride)
- **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, Integrity, Pride)
- **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, Innovation, Integrity, Pride)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Safety - Equity, Innovation, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety - Equity, Innovation, Integrity, Pride)
- **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, Innovation, Integrity, Pride)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Safety - Innovation, Integrity, Pride)
- **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. (Employee Excellence - Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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60%	E	The Maintenance Supervisor assigns and oversees a crew engaged in a variety of highway maintenance projects such as encampment assessments, scheduling CHP to assist with encampment activities including posting and cleanups, perform encampment removals/cleanups on roadsides, landscape and highway appurtenances, and may use or handle items/products that could be hazardous or dangerous if not handled properly. The Maintenance Supervisor ensures that proper methods and procedures are used in the handling and application of materials used in the maintenance of highway structures and highways. The Maintenance Supervisor keeps records of materials, labor, and equipment costs in the Integrated Maintenance Management System (IMMS) database, fills out Requests for Encampment Removal Forms, Week Ahead Reports, After-Action reports, responds to California Public Records Act requests, maintains a 4-year encampment files for each encampment removed, provides internal and external information request through Public Information Office, Executive Management, or the Office of Homelessness and Encampments. Makes essential purchases, and track expenditures, meetings, inspections as well as other required tasks.
25%	E	The Maintenance Supervisor will assign and oversee the of removal of debris from illegal and unauthorized dumping and cleanup of freeway spills on traveled-way, roadsides, landscape and highway appurtenances and may use or handle items/products that could be dangerous if not handled properly, ensures that State equipment is properly operated and maintained, practices safe operations and traffic control methods as specified in Chapter 8 of the Maintenance Manual. The Maintenance Supervisor may use products that could be hazardous or dangerous, if not handled properly.
10%	E	The Maintenance Supervisor will assign and oversee encampment related minor cleanups and/or repairs such as, but not limited to fence and gate cuts, backfill excavations and holes, graffiti removal, sign cleaning or replacement, minor pruning, and waterway/drainage channel cleanups, the use and service of highway maintenance equipment essential to Maintenance functions; identifies the Levels of Equipment for each crew class and ensures that equipment is properly assigned. The Maintenance Supervisor assigns and operates manual and power hand tools, assigns and performs litter, graffiti, and dead animal removal and disposal, preventative maintenance operations, oversees repair and mitigation efforts of signs, fence, storm drainage, vegetation and tree trimming.
5%	M	The Maintenance Supervisor assigns, qualifies, and provides training for employees on equipment that is essential to Maintenance operations; holds regular Tailgate Safety and Best Management Practices (BMP) meetings, performs operational reviews and keeps records in compliance with Cal-OSHA requirement; attends all required training programs and schedules training for employees as needed. The Maintenance Supervisor performs all required field and facility inspections. The Maintenance Supervisor assigns and performs minor repairs to maintenance facilities as well as janitorial duties and facility upkeep. If encampment related work, cleanup of illegal or unauthorized dumping, and cleanup of freeway spills are not available or cannot be preformed, Supervisor will assign crew of crew staff to assist with other maintenance programs such as, but not limited to Landscape, Road Maintenance, Storm Water, Fence, Litter, Guardrail, and/or may be loaned or reassigned emergency response duties such as duties related to Snow, Storms, Floods, Fires, Major Accidents and Traffic Control.

[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

Direct supervision over a crew. May be placed in charge of area crews. Maybe be required to direct the activities of Special Programs groups, including but not limited to Community Service Court Referrals, California Conservation Corps, etc.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent shall maintain knowledge of all current mandated and applicable safety training and standards, policies, practices, directives, and expectations, and comply with, and attend all departmental training, attend mandated training and certification classes and refreshers need retain all mandated certifications and licenses needed for this job class and minimum qualifications for this job position. The following licenses and/or certifications are REQUIRED for this job position and training will be scheduled immediately once position appointed is made: Hazardous Waste Operations and Emergency Response (HAZWOPER) training (initial 40-hour and an annual 8-hour refresher), Confined Space training, Respirator training. Must have a thorough knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; operation of a maintenance area and the maintenance of equipment and tools used in highway maintenance; the operating characteristics of the Maintenance Management System, Maintenance Manual Volumes I and II, Safety Manual, Code of Safe Practices, Maintenance Policy Directives (MPD) including MPD 1001-R1, and Guide to Employee Conduct and Discipline, and all other manuals and guides pertaining to highway maintenance work and workers. Incumbent must have a working knowledge of the IMMS Computer program. Incumbent must also have knowledge of provisions of the California Vehicle Code as it pertains to the loading and

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operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices. The ability to supervise and direct the work of subordinate members of the assigned unit and to work safely around high-density traffic, work effectively alone or with others, and to analyze various work situations accurately and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

An error may expose co-workers and/or the public to possible injury or loss of life; may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or repair of damage to State equipment and facilities. An error may expose the State to liability for damages to public property.

PUBLIC AND INTERNAL CONTACTS

Incumbent must maintain good relations with the public, Caltrans employees and employees of other agencies. Will have daily contact with other public agencies and private individuals in the course of their assignment. The incumbent may come in contact with hostile person(s) and is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must have the ability to develop and maintain cooperative working relationships and must be able to interact well with partners, stake holders, customers, neighbors, law enforcement, Headquarters, outside agencies, advocates, employees and individuals from many different cultural backgrounds and must be able to maintain a calm composure when encountering confrontational/difficult persons or emotionally charged situations and respond appropriately. The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye/face protection, Tyvex type coveralls, and breathing apparatus. The incumbent may be required to routinely move heavy objects weighing up to fifty pounds or more, stand or sit for prolonged periods, bending, stooping, and or kneeling. The incumbent may have to walk on uneven surfaces, climb slopes, and ladders and confined spaces. Must be able to maintain a calm composure when encountering confrontational/difficult persons or emotionally charged situations and respond appropriately.

WORK ENVIRONMENT

While in the office setting, the incumbent works in a climate-controlled environment with artificial lighting. Work environment includes constant interaction with a diverse group of customers and co-workers. This position may require sitting for long periods of time at a keyboard. While in an outdoor setting, the incumbent may/will be exposed to and work in loud noise; dust; chemicals; extreme weather conditions, great heights, confined spaces, hazardous materials, uneven and unstable terrain, and next to vehicle traffic. The incumbent will be required to wear and use all personal safety equipment. Normal work shift is 5/40, Monday through Friday. The scheduling of the 5/40 days is at the discretion of the Region Management. Incumbent will be required to work irregular shifts, including weekends, nights, holidays and may include overnight travel lasting several weeks as needed to meet operational needs. May be required to work overtime due to emergencies, special work projects, or when the Department deems that it is in the best interest of the State to work overtime.

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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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