

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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|---------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------|
| CLASSIFICATION TITLE<br>CT Maintenance Supervisor | OFFICE/BRANCH/SECTION<br>56/HQ Maintenance/Maint. Safety, Equipment & Training/META |                             |
| WORKING TITLE<br>META Instructor                  | POSITION NUMBER<br>913-681-6301-918                                                 | REVISION DATE<br>10/16/2026 |

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 the CALTRANS MAINTENANCE AREA SUPERINTENDENT (Maintenance Equipment Training Academy (META) Superintendent), the incumbent is responsible for instruction and training of personnel in classifications from Caltrans Maintenance Worker to Caltrans Maintenance Manager II. Responsibilities include the proper use, operation, servicing, minor repair and adjustment of automotive and heavy maintenance equipment, trucks, mowers, loaders, air compressors, tractors, motor graders, street sweepers, diesel and gasoline engines and other types of equipment used in Caltrans maintenance work. The incumbent develops training courses and materials, researches course content and evaluates the performance of students. The incumbent also assists the META Superintendent with planning, organizing work and completing reports. The incumbent acts as Lead Instructor during training sessions at various locations.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Integrity)
- **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 - 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 - Innovation)
- **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. (Equity, Employee Excellence - Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - Collaboration)
- **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 - Stewardship)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Employee Excellence - Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Employee Excellence - Pride)

TYPICAL DUTIES:

| Percentage                              |   | Job Description                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential (E)/Marginal (M) <sup>1</sup> |   |                                                                                                                                                                                                                                                                                                                  |
| 30%                                     | E | Delivers classroom and online presentations to Caltrans employees (entry level through Maintenance Manager II) on the responsibilities of safe and proper inspection, operation and servicing of, and minor repairs to motorized equipment used in highway maintenance and construction.                         |
| 25%                                     | E | Conducts statewide Equipment Qualifier/Trainer classes in the field, on the requirements of the Equipment Qualification Program. These classes ensure safe and proficient operators, result in a reduction of downtime and repair costs to the fleet, and compliance with laws, codes, policies and regulations. |

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| 15% | E | Performs hands-on equipment demonstrations, field operations and performance evaluations of students, in order to maintain proficient operating skills and to demonstrate desirable techniques when operating motorized equipment used in highway maintenance and construction. |
| 10% | E | Researches rules and regulations in order to develop training courses and methods of delivery for courses to be presented to Caltrans employees.                                                                                                                                |
| 10% | E | Researches subjects for the updating of existing courses and for new courses as directed by the META Superintendent.                                                                                                                                                            |
| 5%  | M | Services, fuels and inspects equipment as needed for class instruction, and prepares records for monthly reports. Gathers and distributes training materials at training sites for preparation of META courses.                                                                 |
| 5%  | M | Performs other job-related duties within the scope of the classification as assigned.                                                                                                                                                                                           |

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<sup>1</sup>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.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

Acting as Lead Instructor, the incumbent is regularly responsible for classroom sizes up to thirty-five (35) students, in classifications ranging from Caltrans Maintenance Worker to Maintenance Manager II, for the purpose of classroom and hands-on training and consultation.

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**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of materials, methods and equipment used in the maintenance and operation of highways.

Possession of a valid, unrestricted, Class A Commercial Driver License (CDL) is desirable.

General knowledge of the many different types of maintenance equipment and have the ability to operate, service and make minor adjustments and repairs to the equipment.

Knowledge of safety procedures pertinent to work duties including work area protection, equipment operation and proper lifting.

Knowledge of the California Vehicle Code as it applies to the loading and operation of motor vehicles, and knowledge of Caltrans policies for equipment maintenance, servicing of equipment and proper documentation thereof.

Basic knowledge of Microsoft Word, Excel and Outlook.

Skill to analyze various situations accurately and in a timely manner, as well as develop sound alternatives when necessary.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Inaccurate instruction or incorrect judgment may result in safety hazards, grounds for grievance, damaged equipment and unnecessary cost and time loss. Erroneous decisions may also cause a loss of credibility to META.

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**PUBLIC AND INTERNAL CONTACTS**

This position involves daily contact with other META staff and training participants ranging from maintenance worker classifications to Maintenance Manager II. Occasional contact with the public in presentations and demonstrations on behalf of META will occur. The ability to maintain good relations is critical to maintaining the reputation of META as a reliable source of information.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

This position requires the physical ability to mount, dismount, operate, crawl under and service trucks and construction equipment unaided. The incumbent must have the physical ability to squat, kneel, crawl, sit, twist, walk on uneven ground, or work above ground on aerial equipment. Power grasping of tools and equipment is required. The incumbent must be able to lift heavy objects up to seventy five (75) pounds that will be used as training aids, materials, traffic barriers and cones; move and set up temporary structures utilized for protecting outdoor training areas. Other occasional work will require full mobility, agility and physical strength. The incumbent must be able to move for up to four hours at a time while presenting field-training courses during inclement weather. The incumbent must stand and move about the classroom while presenting formal training for up to two hours at a time. The incumbent's hearing, vision and speech must be within normal parameters for presentation of indoor/outdoor training during field situations. The incumbent must be able to lift boxes of paper and stand during the copy production of textbooks and training materials for several hours.

Sustained mental activity is required to design and create accurate and professional training course materials, handouts, textbook copies and graphics. Problem solving during classroom situations is required. The incumbent must possess strong analysis and reasoning skills, in order to facilitate the production of quality training reports and evaluations by deadline dates.

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**ADA Notice**

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Organizational skills are required for the planning and execution of training plans and scenarios.

Public speaking skills are required. The incumbent must be comfortable speaking in front of audiences; must possess the ability to quickly develop working relationships with people of varied backgrounds, origins, and civil service classifications in the office, the classroom and the field.

This position requires extensive travel to all geographical locations within the state, during different weather conditions in order to perform training. This extensive travel may require the employee to spend long periods of time away from the Training Academy located at McClellan and the Sacramento area.

WORK ENVIRONMENT

While at their base of operation, will work in a climate-controlled office under artificial lighting. May also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold. May perform work requiring irregular hours, including night shifts, weekends and holidays. This position may have some teleworking opportunities.

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