STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Manager I	903/709/Sutter Sierra	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Safety and Training Manager	903-709-6280	05/07/2025

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 Caltrans Maintenance Manager II, the Caltrans Maintenance Manager I will have overall responsibility directing staff over the Advanced Sutter Sierra Equipment Training Program, Region Training and Safety Programs. 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. Organizes training courses and materials, researches course content and evaluates the performance of students. Possession of a valid, Class "A" Commercial Driver's License (CDL) with a tanker endorsement is required.

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. (Employee Excellence - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity - Collaboration, Stewardship)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety, Employee Excellence - Equity, Innovation, 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 - Innovation, Integrity)
- **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. (Employee Excellence - Collaboration, Equity, Stewardship)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety - Equity, Innovation, 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, Climate Action - Equity, 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. (Safety, Employee Excellence - Equity, Innovation, Pride, Stewardship)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Safety - Collaboration, Pride, Stewardship)

TYPICAL DUTIES:

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

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25%	E	The incumbent will work closely with Region Maintenance Managers, Superintendents, and Supervisors to ensure District 03 maintains an adequate number of qualified trainers and Caltrans personnel strategically stationed throughout the district. They will be responsible for planning and ensuring that maintenance staff are properly trained and qualified to operate equipment within their assigned units, as well as any other units to which they may be temporarily assigned. This includes preparedness for winter operations and response to emergencies or natural disasters.The incumbent will oversee the hands-on equipment demonstrations and monitor the evaluations of Caltrans employees on their equipment operation skills to ensure continued proficiency and the application of best practices. Additionally, they will research applicable rules and regulations to develop relevant training courses and determine the most effective methods for course delivery to Caltrans personnel - while consulting with META.
25%	E	The incumbent will be responsible for monitoring all program dashboards using Smartsheet and ensuring that weekly reports on training, qualifications, and safety are distributed to the regional management team. They will track performance metrics, identify areas for improvement, and address any compliance-related issues as needed.The incumbent will provide regular updates to the Region Manager and, when appropriate, to the Deputy District Director of Maintenance during weekly management meetings. These updates will include program progress reports and key developments.Additionally, the incumbent will implement necessary adjustments to maintain a proactive and effective training and safety program across the region.
25%	E	Coordinate activities with other Programs, Headquarters, other departments, and local agencies on staff training and cross-training initiatives. Review and direct units budget preparation consistent with District priorities and ensure Region compliance with IMMS procedures. Monitor the units resources in accordance with budget allocations. Handle public complaints in a timely, appropriate, and professional manner.
15%	E	Plan and monitor the overall workload levels, directing equipment and materials utilization, via information provided by Integrated Maintenance Management System (IMMS). Provide the highest level of technical and management expertise for the Region maintenance operation. Travel within the Sutter Sierra Region, as well as other Regions and Districts, may be required for on-site training and equipment qualifications. This may include travel during winter months in inclement weather.
10%	M	Assists with various other Maintenance Support activities, which includes acting for another Region Maintenance Maintenance during their absence.

[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

The incumbent directly supervises Caltrans Maintenance Area Superintendents. The incumbent will have general direction of personnel assigned to the field for Sutter/Sierra Region, which includes multiple levels and classifications of employees; the incumbent is ultimately responsible for their actions, and or inaction, applying sound principles of supervision, motivation, and discipline as required.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, and equipment used in the maintenance and construction of highways, highway structures, facilities, landscape, and operation of a maintenance territory. Must have a working knowledge of the characteristics of heavy construction and maintenance equipment, rules and regulations pertaining to maintenance operations and related safety practices. Operating characteristics of management systems and principles of effective supervision. The incumbent is responsible for the activities of Special Programs People and Adopt-A-Highway volunteers in addition to permanent full time and intermittent employees. Must possess a thorough knowledge of statewide Maintenance functions and the missions, goals, organization and procedures of the Department of Transportation. Must have the ability to coordinate activities with other Programs, Maintenance Regions, as well as with City and County officials.

Must be able to articulate program policies and goals to management, staff and the public. Must advise management of program status and its benefits. Public acceptance of maintenance practices will be gained, in part, as a direct result of tactful communication. Must possess sound techniques for handling sensitive issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent has the responsibility to provide management guidance and direction personally and through the staff to all field units. To carry out the Department's mission, this individual must possess the very highest standards, background, and knowledge of maintenance practices and procedures, both technical and administrative. The incumbent must be able to direct work accomplishment through others, by personnel that are not in a direct line supervisory relationship. The incumbent must also possess a high degree of understanding of the Department's purpose, mission, vision, goals, policies and functions. This includes knowing where to get help or obtain information, often under emergency conditions.

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PUBLIC AND INTERNAL CONTACTS

Public contact by this position is substantial and requires a special ability to communicate and maintain a positive departmental image. Must be articulate, knowledgeable about the program, and possess negotiation skills. The incumbent represents the Department with local, State and Federal agencies, Caltrans Districts and Divisions at all levels, high level governmental, and legislators. The Region Manager interfaces with the public in various forms, working with City and County governmental officials, regulatory agencies such as the Department of Fish and Game, Water Quality Control Boards, County Agricultural Commissioners, local fire department, Army Corps of Engineers, as well as members of the general public who call or write with their concerns. The incumbent will have daily contact with the public, suppliers, contractors, Headquarters personnel, other District programs, field staff and maintenance management staff. Sensitive issues must be handled tactfully yet expeditiously. The public's image of the Department often balances on the conduct of the incumbent in this position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The workload is subject to frequent, substantial, and unexpected changes. The incumbent will make, or participate in making, many decisions concerning the shifting of resources to meet sudden changes. This will require the incumbent to work at night, on holidays, and weekends when necessary. The incumbent must be able to resolve emotionally charged issues reasonably and diplomatically; must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity; must be able to develop and maintain cooperative working relationships. The incumbent may need to develop new insight into situations and apply innovative solutions to make organizational improvements. The incumbent must have the ability to enable others to acquire the tools and support they need to perform well.

WORK ENVIRONMENT

The workload is subject to frequent, substantial, and unexpected changes. The incumbent will make, or participate in making, many decisions concerning the shifting of resources to meet sudden changes. This will require the incumbent to work at night, on holidays, and weekends when necessary. The incumbent must be able to resolve emotionally charged issues reasonably and diplomatically; must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity; must be able to develop and maintain cooperative working relationships. The incumbent may need to develop new insight into situations and apply innovative solutions to make organizational improvements. The incumbent must have the ability to enable others to acquire the tools and support they need to perform well.

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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