STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Supervisor	56/Maintenance - Special Programs	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Maintenance Complete Streets Inventory Coordinator	913-690-6301-002	10/22/2026

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 a Caltrans Supervising Transportation Engineer, the Caltrans Maintenance Supervisor (CMS) performs field inspection of Complete Streets facilities within the Department's right of way. The CMS reviews and verifies field data and determines facility conditions using hand-held computers and remote video equipment. The CMS works closely with District Maintenance staff to make recommendations regarding condition ratings and identify possible deficiencies on bicycle, pedestrian, and transit facilities. Works as a non-supervisory specialist. This position may require extensive travel.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Integrity)
- **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. (Employee Excellence - 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 - Collaboration)
- **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. (Employee Excellence - Equity)
- **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 - Innovation)
- **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. (Employee Excellence - Collaboration)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Employee Excellence - Collaboration, Integrity)
- **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. (Employee Excellence - Integrity, Pride)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Performs field reviews to verify and determine existing conditions of complete streets facilities. Collects quality data through Complete Streets (CS) Application, Geographic Information System, and or other methods. Communicates information from complete streets inventory data to the Statewide CS Inventory Coordinator and other staff in Design, Maintenance Engineering, Field Maintenance, and Asset Management. Reviews field data provided by other Caltrans divisions to ensure accuracy and quality. Travels throughout the state for extended periods of times and attends meetings at various locations, including Headquarters.
30%	E	Collaborates with CS inventory Coordinator for data collection and may assist in developing processes procedures for the maintenance of CS facilities.

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15%	E	Coordinates with the integrated Maintenance Management System (IMMS) staff to review and maintain Activity Codes related to Complete Streets. Reviews existing Complete Streets data for field verification, as needed. Performs research into As-Built and contract plans to determine location, characteristics of existing complete streets and any necessary worker protections.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

[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 will not directly supervise others, but may act as a lead.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Posses a valid Class C California Driver's License.
Working knowledge of field maintenance practices and procedures, the Integrated Maintenance Management System, training, equipment used in highway maintenance work, and current maintenance policy and procedures, as established by the Headquarters Maintenance Management. Familiar with field maintenance activities and the IMMS system to track and monitor field maintenance activities. Proficiency in Microsoft Office applications, including Word, Excel, and other related programs.
The ability to discuss and assist Management in establishing meaningful operating policies and procedures and the ability to work with others both within and outside the organization. The ability to analyze the impact of his/her decisions on the ability of the Maintenance Division and the District to accomplish their goals. The ability to study existing work methods and procedures and develop new methods which conform to changing policy or management direction, and be able to project the kinds of equipment or materials necessary to accomplish maintenance goals. The ability to acquire expertise regarding procedures and policies of the Department of Transportation. The incumbent is expected to work effectively with others. The ability to perform independent investigations, reach sound conclusions and prepare issue papers and reports for making improvements or changes to existing procedures and standards. The ability to expand on the practical application of written policies, procedures and standards. The ability to judge work quality and performance, interpret departmental policy, make clear oral and written presentations, and provide training to employees. The ability to work independently or as part of a team. The ability to plan and organize activities, advise administrators on a wide range of matters concerning policy development of maintenance functions. The ability to analyze complex problems and recommend effective courses of action, evaluate technical data, and make objective recommendations for maintenance related issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Responsible for independent action in carrying out assigned duties relating to policy development of maintenance functions.The consequences of not considering all factors could be inconsistent or inappropriate policy setting, inappropriate application of maintenance methods, non-compliance with permits and plans. Failure to understand and incorporate appropriate standards, requirements and policies into work product may result in harm to the environment, excess costs to the Department and damage to the Caltrans relationship with other agencies. The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials.

PUBLIC AND INTERNAL CONTACTS
The incumbent will be required to effectively work with other personnel in Maintenance in the Districts and HQ. The incumbent may be involved with personnel from outside agencies and local interest groups. The incumbent shall be required to maintain good relations with members of the public and employees from within Caltrans, as well as other agencies. Contacts with other public agencies and private individuals may be daily and the incumbent is expected to maintain a favorable image for the Department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
While at base of operations, employee will work in a climate-controlled office, under artificial lights. Employee may be required to travel and work outdoors for site and activity reviews, exposed to dirt, noise, uneven surfaces, extreme cold and heat, and work in close proximity to traffic. Employee are responsible for deadlines and deliverables, sometimes with very tight time-frames and/ or involving controversial issues. Working irregular hours may be required in order to meet project deadlines. This position is exempted from coverage under the Fair Labor Standards Act. The regular rate of pay is full compensation for all hours worked to perform assigned duties.

WORK ENVIRONMENT
Wears and uses all required personal safety equipment. Performs fieldwork, including work in area exposed to high speed traffic. Follows all policies, procedures, and safe working practices. Expected to be available to work for extended periods out of town on a per diem basis. Incumbent may also be permitted to telework per current Maintenance Division telework policy but will be headquartered in Sacramento.

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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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