STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Supervisor	DISTRICT 11/MAINTENANCE/EAST REGION	
WORKING TITLE	POSITION NUMBER	REVISION DATE
CMS	911-610-6301-	

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 Maintenance Area Superintendent, the Caltrans Maintenance Supervisor (CMS) supervises and directs a crew of maintenance personnel engaged in the highway maintenance activities. The incumbent plans, organizes, conducts and evaluates safety-training needs; develops work plans and crew schedules for an assigned area. A valid, unrestricted Class C driver's license is required while performing duties associated with maintaining the State Highway system; a valid, unrestricted Class A or B license is desirable to train crew members on commercial equipment. Incumbent is required to work overtime including nights and weekends, may be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency calls. May be assigned to oversee employees not assigned to his/her crew. The position may require out-of-town travel, usually in week-long increments. This position is not represented under collective bargaining.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (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, 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)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety, Equity, 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, 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)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (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

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35%	E	Prioritizes, plans, schedules, directs, and works with a crew performing typical duties including but not limited to: traffic sign inspection/maintenance/repair and monitor El Centro Sign Shop operation, monitor health of plantings and ensure irrigation systems properly functioning in landscaped areas, pavement markings inspection/maintenance/repair, chemical control, maintaining area maintenance stations and other State facilities as needed (upkeep, repairs, compliance with safety and storm-water policies, etc..). Maintains the safety of the crew and traveling public through crew oversight and by ensuring proper operation of equipment, safety practices and protocols. Provides instructions and training; inspects repairs and completes evaluations and oversight for both Caltrans work and service contract work. Performs and completes field safety reviews. At the job site, evaluates traffic and/or emergency situations and takes appropriate action to ensure road/highway safety; may consult with law enforcement officials at the scene.
25%	E	Provides instructions, maintains discipline, holds tailgate safety meetings, organizes and supervises repairs and other related work to ensure staff following the Department's guidelines and procedures by providing guidance, training and enforcing policies and procedures. To ensure staying within budget allocations, prepares time sheets covering labor, equipment and materials used, damage reports and billing notices, material withdrawal and rented equipment reports, budget reports, local requests; orders materials, orders supplies and monitors inventories, through the Integrated Maintenance Management System (IMMS); secures bids for outside purchases; inspects work for compliance with contract specifications; prepares preliminary budget estimates and reports; supervises the care and maintenance of equipment; monitors and maintains highway inventory and custodial work.
20%	E	Evaluates subordinates' performance and takes or recommends appropriate action as necessary. Identifies, monitors and requests needed training for subordinates by reviewing training reports through staff central data base. Provides on-the-job and formal training as needed, including acting as trainer or instructor on equipment. Ensures maintenance standards and Best Management Practices by overseeing that equipment is kept in good repair and is properly operated and maintained.
15%	E	For projects, determines and secures equipment, materials, personnel and advance safety requirements. Coordinates with vendors to schedule deliveries. Prepares reports on progress of work and of labor, equipment and materials used.
5%	M	May occasionally work on special projects. May attend meetings and prepare/present reports to cover for superintendent during temporary absences. Other duties as required may include investigating citizen complaints, overseeing other crews; working with community leaders, law enforcement, business owners and inspecting encroachment permits, etc..

[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, schedules and directs the work of the crew, a combination of Landscape Leadworkers, Equipment Operators (I and II) and Workers. From time to time, one or more probationers or Conservation Corps internists may be assigned to this crew.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Materials, methods, and equipment used in the construction and maintenance of highways and structures
- Operation and maintenance of equipment and tools used in highway 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 practices, including placing of detours and warning signs, traffic control, inspection of encroachments, accident and fire prevention techniques
- Supervisor's responsibilities for promoting equal opportunity in hiring, employee development and promotion, and for
- 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, Excel and Integrated Maintenance Management System (IMMS)

Ability to:
Plan, organize and direct the work of others

- Detect unsafe conditions and practices, and plan, organize, conduct and evaluate safety training programs
- Operate and care for maintenance equipment
- Assist in work related to the maintenance of highways and structures
- Interpret simple blueprints and sketches
- Prepare preliminary budget estimates and reports
- Keep records of employees' time and of materials and equipment used
- Analyze situations accurately and adopt an effective course of action

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• Communicate successfully with supervisors and subordinates, verbally and in writing

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.

Ability to:
• Plan, organize and direct the work of others
• Detect unsafe conditions and practices, and plan, organize, conduct and evaluate safety training programs
• Operate and care for landscape tools and equipment
• Assist in work related to the maintenance of planted areas along highways and freeways
• Read grade and slope stakes, and install culverts and rock retaining walls; interpret simple blueprints and sketches
• Prepare preliminary budget estimates and reports
• Keep records of employees' time and of materials and equipment used
• Analyze situations accurately and adopt an effective course of action
• Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
• Communicate successfully with supervisors and subordinates, verbally and in writing

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 the loss of landscaping or plants, equipment misuse, tort liability, employee grievances, injury or loss of life.

PUBLIC AND INTERNAL CONTACTS

Incumbent has occasional public contact by phone and in person and routine contact with region office staff and resident engineers, District Office personnel, including design staff. In emergency situations, the incumbent works closely with representatives of law enforcement agencies. It is necessary to achieve a professional, businesslike relationship with the public and fellow employees to have successful communications and a positive Departmental image.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is done in close proximity to traffic and equipment; incumbent must hear at a level sufficient to hear warning shouts and backup bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings, and sufficient night vision to respond to callouts after-hours. The incumbent shall work with and oversee the crew, train subordinates, and respond to call-outs that require prolonged standing; bending, stooping, kneeling; loading/unloading materials.

Incumbent may sit for prolonged periods while reviewing area or traveling between jobsites. The incumbent has a pivotal role in maintaining the morale of the crew. The position requires the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations (irate citizens or employees); recognize and respond appropriately to emotionally charged issues or problems; respond calmly to unusual situations, keeping in mind at all times the safety of the crew and traveling public. The incumbent must make him/herself aware of potential hazards and all job components including but not limited to traffic control, each crew member's participation, quality of materials, changes in weather conditions, equipment performance, changing priorities (a spill, for example, at another location) and evaluate/compensate/adjust accordingly.

WORK ENVIRONMENT

Most (90%) of work is done outdoors. Weather conditions vary from a cold windy and wet winter climate to a very hot and dry summer climate. Incumbent may be exposed to environmental conditions such as dirt, exhaust fumes, noise, uneven surfaces, extremes of heat and cold, hot materials, chemicals, loud noises, steep, uneven, and/or unstable terrain, fast moving traffic, irritating plants and wildlife. The incumbent is required to wear long pants and appropriate footwear in good condition and must wear the provided personal protective safety equipment including but not limited to: shirts or vests, hard hats, safety glasses, gloves, face shields, respirators, ear plugs, as well as other safety devices deemed necessary. The incumbent must travel extensively throughout the assigned area and may be required to travel and work in other areas in the District. Possession of a valid driver’s license is required to operate a State owned or leased vehicle.

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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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