STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Hwy Mechanic Supervisor	Division of Equipment/Maintenance & Repair/Shop 8/ 3232	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Highway Mechanic Supervisor	932-028-6828-925	07/22/2026

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

GENERAL STATEMENT:

While working for the Department of Transportation, Division of Equipment; the incumbent will be under the direction of the Highway Equipment Superintendent I, II or III. Supervises a force of mechanics, helpers and apprentices engaged in constructing, servicing and repairing automotive, construction and highway maintenance equipment. May be assisted by a CT Heavy Equipment Mechanic Leadworker. Keeps records, establishes training programs, implements departmental policies, and prepares tool and equipment budgets, makes estimates for equipment repairs, improvements and disposal. Makes decisions regarding the repair, use and transportation of equipment. Acts in the absence of the Highway Equipment Superintendent. Directs the efforts of shop and field personnel. Maintains a safe workplace. Maintains a good working relationship with outside vendors while ensuring quality and timely repairs. Works closely with district personnel to maintain Caltrans equipment in a safe and operable manner. Works with other State agencies to promote the economical use of equipment.

CORE COMPETENCIES:

As a CT Hwy Mechanic 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. (Equity, Employee Excellence - Innovation, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation, Integrity, 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. (Equity, Employee Excellence - Equity, Integrity)
- **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. (Employee Excellence - Integrity)
- **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 - Collaboration, Integrity, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Integrity, 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 - Equity, Innovation, Integrity)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety, Equity, Employee Excellence - Equity, Innovation, Integrity, Stewardship)
- **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. (Safety, Equity, Employee Excellence - Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

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

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25%	E	Maintains a broad knowledge of methods, materials and tools used in construction, assembly, and repair of Caltrans equipment with respect to applicable laws and regulations. Provides coordination and oversight for their shop based on operational need. May conduct and record monthly field Heavy Equipment Mechanic (HEM) reviews. Coordinates and assigns work based on priority, resources, and technical skills. Provides information on new technology to staff. Coordinates Receive, Service, and Equip (RS&E) and Seasonal Prep work. Schedules Preventive Maintenance (PM) Inspections. Utilizing fleet management software and other methods, provides monitoring and oversight of Basic Inspection of Terminals (BIT) schedules and regulated equipment, smog and smoke inspections and regulated mobile crane inspections. Maintains safety and security for shops, including facilitating electronic and physical key systems. Coordinates and follows up with services requests. Contributes to vendor management by pre-qualifying vendors for commercial repair work, inspecting vendor facilities and certifications. Obtains repair estimates and provides prior approval for commercial repair and direct billing for vendor work. May log vendor repairs into fleet management software. Ensures Permanent Equipment Maintenance Record (PEMR) is updated. Provides technical support and expertise by analyzing and advising on the repair and maintenance of equipment; complex mechanical, hydraulic, and electronic problems; and correct selection of replacement parts. Monitors parts orders. Collaborates with Parts Department to follow up on unusual parts or service requests and Miscellaneous Small Parts (MSP). Approves non-standard parts orders prior to purchase. Provides parts delivery priorities to Parts Department. Coordinates Local Request modification work and special non-equipment projects. Collaborates directly with customers to set equipment priorities, and balances customer priorities to meet multiple equipment completion requirements. Acts as the primary point of contact for customers and may contact customers to schedule work and notify customers of work progress.
25%	E	Performs and documents monthly safety inspections in field and shop locations, quarterly safety meetings, and shop tailgate meetings every ten (10) days. Responsible for oversight and/or conducting quarterly safety meetings. May participate in other district or program safety meetings. Provides safety training to newly hired staff, which includes ensuring compliance with all safety policies, procedures, injury reporting requirements and work practices. Provides instruction to staff on preventative actions after an injury or accident incident. Provides safety training and direction for the Heavy Equipment Mechanic Apprentice (HEMA) Program. Ensures daily stationary crane and vehicle lift inspections are completed. Performs periodic inspections of Personal Protective Equipment (PPE) and Shop tooling. Performs six-month vehicle safety inspections. Conducts regular shop evacuation drills. Advises on the proper use of PPE and safety devices. Maintains lock-out/tag-out systems.
20%	E	Plan, organize, and direct staff in both mechanical repair and preventative maintenance, transport or facility related activities. Completes Overtime Request Form for overtime use and ensures overtime offered records are up to date and posted. Compiles and files inspection/repair documents for regulated equipment and maintains pre-operational reports for DOE equipment. Maintains an Emergency Preparedness Plan and Hazardous Materials Plan for shop, ensuring hazardous and toxic materials are properly labeled, stored, and disposed per regulation, and all flammable materials are properly stored/ removed. Ensures lead awareness compliance. Provides tooling for the proper use and handling of materials, equipment, and facilities. Serves as a technical trainer to program employees and technicians. Compiles and files inspection/repair documents for regulated equipment (BIT, Crane, Smog). Monitors the security of fuel cards. Ensures all required shop informational bulletin boards contents are up to date. Develops training plan, requests and approves training, and provides training. Ensures HEMA program participants adhere to plan, scope, and schedule. Participates as a panel member in hiring interview, participates in the Post and Bid process, and completes Supervisor Hiring Checklist. Completes timely employee expectations and evaluations. Provides Reasonable Accommodation (RA) resources, administer Family Medical Leave Act (FMLA), Employee Assistance Program (EAP) information and Caltrans EEO policies. Participates in the preventive, informal and formal disciplinary process. Provides planning to reach Caltrans strategic goals.
15%	E	Provides instruction and training to staff on using fleet management software. Oversees or performs work order management activities. Ensures proper work order coding and management, such as, but not limited to correct improper delay codes, estimated completion dates, parts requests, labor entries, and life-cycle status codes. Ensures parts requests and labor entries are accurate. Ensures appropriateness of repairs based on equipment condition, historical cost, and/or replacement status. Generates reports from Fleet Management Software.

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5%	E	Compiles direct billing documentation such as those associated with equipment accidents, incidents, theft, vandalism, and local requests. May identify fleet optimization opportunities to present to the Superintendent. Prepares Equipment Survey Requests (ESRs) for disposal of equipment. Checks and verifies Close and Sell inspection documents, and completes Equipment Transfer Forms. Completes Unanticipated Close and Sell form. Completes Sun Unit and R-Unit requests. Works directly with Division of Equipment Engineering to provide feedback on new equipment and provides accurate interpretation of engineering plans and drawings. Advises shop personnel and equipment operators on the safe operation of equipment. Reviews telematics reports for nonfunctioning devices and alerts.
5%	E	Conducts the annual inspection of facilities. Identifies and reports facility needs, prepares facility needs estimates/budgets and prepares scope of work contract for facility work. Acts as contract manager for facility work. Ensures facility security. Ensures operating permits are posted and up to date. Performs facility safety inspections and ensures systems are safe and operational in shop and field locations in accordance with Caltrans safety manual. Conducts pollution prevention inspection and records as required and maintains Stormwater Plans for shops.
5%	M	Responsible for managing resources and working within specified allocation. Prepares tool needs and cost estimates. Reviews fuel purchase records (shop equipment) for abnormalities. Reviews and approves Travel Expense Claims (TECs).

[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

Supervises several field and shop mechanics, and may supervise a Heavy Equipment Mechanic Apprentice and a Heavy Equipment Mechanic Leadworker. May act as Superintendent when needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: tools, materials, and methods of construction, overhaul and repair of automotive and heavy equipment; proper handling and disposal of hazardous materials; basic occupational safety work practices to protect their own health and safety and the health and safety of others. Have knowledge of Cal-Osha regulations and vehicle requirements, be able to read and write. contract administration; training and development practices; the Heavy Equipment Mechanic Apprentice Program; principles of effective supervision; progressive discipline; the employee grievance process; employee evaluation and probationary processes; the Department's Affirmative Action/Equal Opportunity Program objectives; a supervisor's role in the Affirmative Action/Equal Opportunity Program and the processes available to meet affirmative action/ equal opportunity objectives; the supervisor's role in maintaining an effective injury and illness prevention program; the Department's labor relations program.

Ability to understand drawings and blueprint; access, retrieve and interpret data contained in the Equipment Management System (EMS); interpret and apply the appropriate labor contracts; effectively contribute to the Department's affirmative action/equal opportunity objectives; learn the operation of the computer system used for the Equipment Management System (EMS); work independently; determine the condition of highway equipment?and estimate the time and cost of repairs; establish realistic completion dates; communicate effectively at a level required for successful job performance, including effectively communicating technical instructions and providing on-the-job training to skilled technicians and communicating effectively with the functional units, supervisors and the public; prioritize and schedule work in cooperation with the functional units to best meet their needs; operate computer equipment, shop equipment and test equipment to diagnose electronic fuel injection systems and computer-controlled engine components; plan and coordinate the work of other staff; act in a lead person capacity; read, interpret and work from plans, drawings and specifications; analyze situations accurately and take effective action; apply laws and regulations pertaining to the construction, operation and repair of highway construction and maintenance equipment, such as smog control, Biennial Inspection of Terminals and hazardous waste disposal; and use tact and good judgment in directing highway equipment construction, repair and maintenance.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate estimation of repairs or poor judgment in making repairs or assembly of equipment could result in damage, costly re-work, or loss of equipment, and could create a safety hazard causing injury to state employees or the general public.

Incumbent is responsible for his/her actions, decisions, quality of completed work, and proper use of state time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

This position has been designated as safety sensitive in accordance with Department of Personnel Administration Rules 599.960 and 599.961. Use of alcohol and/or drugs that impede the employee's ability to perform his or her duties safely and effectively could clearly endanger the health and safety of others, resulting in injury and or death.

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PUBLIC AND INTERNAL CONTACTS

Extensive contact with shop mechanics, field mechanics, district employees and vendors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Work would include but not limited to; heavy lifting, stooping, standing for extended periods, bending and climbing on equipment with body positions that require strength, agility and flexibility. Incumbents must be able to function under stressful situations during peak workloads such as storm season and remain cooperative with coworkers, follow direction and remain customer oriented.

Will be required to wear safety equipment including eye protection (safety glasses), ear plugs, safety vest, and hard hat. Must be able to wear protective clothing as required and furnished by the Division of Equipment.

WORK ENVIRONMENT

Incumbents for this position will be working as a Supervisor with a crew of Heavy Equipment Mechanics in a State Equipment Shop. This type of work environment could include items that may possibly have adverse health effects including but not limited to; loud noise, dust, dirt, oils, solvents and cleansers, lead paint, welding fumes and gas and diesel engine smoke. Will be required to enforce employee safety policies. Changing shifts and overtime may be required during high workloads such as storm seasons along with extreme changes in weather temperature.

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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