STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Utility Shops Supervisor	03/0511	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Utility Shops Supervisor	903-659-6756	10/29/2026

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 a Caltrans Maintenance Area Superintendent, the incumbent is responsible for planning, organizing, directing, coordinating, and overseeing the daily operations, maintenance, repair, and overall condition of Caltrans maintenance facilities within the assigned region. The incumbent is responsible for ensuring that maintenance stations, equipment repair shops, administrative buildings, storage facilities, employee support facilities, and associated infrastructure are maintained in a safe, functional, efficient, and operationally ready condition. Responsibilities include identifying facility maintenance needs, conducting routine inspections, coordinating preventive maintenance programs, prioritizing repairs, and overseeing the upkeep of building systems, including electrical, plumbing, heating, ventilation, air conditioning (HVAC), lighting, water, wastewater, and other essential facility components.

CORE COMPETENCIES:

As an Utility Shops 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.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation)
- **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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation)

TYPICAL DUTIES:

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

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30%	E	Supervises, troubleshoots and directs repairs, and maintains HVAC pumps, valves and appurtenances, refrigerant compressors, condensers, evaporators, traps, transfer pumps, expansions valves, stop valves, and float valves, together with all refrigerant lines and devices used to control temperatures in maintenance buildings. Operates, maintains, and repairs air compressors, together with distribution lines and all valves and devices for air control; operates, maintains and repairs all natural and manufactured gas distribution lines and manufacturing systems including all valves and control devices for fuel tanks and maintenance facilities; operates maintains, and repairs water filters, softeners, piping and pumps used in conjunction with water filters, softeners, piping and pumps used in conjunction with water distribution, including all sinks, showers, and toilet bowls, supply lines and water lines at the roadside rest areas and maintenance facilities. Performs cement work, painting, window installation and glazing. Repairs overhead doors. Maintains and repairs steam cleaners, pressure washers, filtration systems and must understand boiler systems and control circuits, carpentry and roof repair as needed. Work could be on ground level or elevated heights with the assistance of ladders, personnel lifts or hoists. Use of Fall Protection Equipment when required.
30%	E	Supervises and performs the operation, repair, and maintenance of all types of motors, engines, and emergency generators used to power pumps, compressors, and fans. Repairs and maintains single-phase and multi-phase electrical circuits up to 480 volts, including electrical transformers, motors, controllers, machinery, fixtures, appliances, and ice machines. Installs, repairs, and maintains electronic systems, including clocks, automatic control systems, security systems, energy management systems, and equal potential grounding systems. Calibrates and troubleshoots control systems for heating, ventilation, air conditioning, and refrigeration (HVAC/R) equipment to ensure safe and efficient operation. Creates, processes, and manages purchase orders for materials, equipment, tools, and contracted services to support maintenance operations. Administers and reconciles CAL-Card purchases in compliance with State and Caltrans procurement policies, ensuring accurate documentation, proper approvals, fiscal accountability, and timely processing of transactions. Coordinates with vendors, monitors expenditures, and maintains procurement records to support operational and budgetary requirements.
20%	E	Supervises and operates, maintains, and repairs water and sewage systems; inspects and trouble shoots electric and mechanical systems and equipment to identify repairs needed; performs minor building maintenance and repairs; plans layouts and estimate costs of electrical, mechanical, and electronic systems; requisitions parts, supplies and equipment. Calculates systems requirements to provide estimates for modification or replacement systems. May be required to get a water treatment certification. A backflow license may be required to change out irrigation valve and controllers. Incumbent may also be required to work with maintenance crews at times.
15%	E	Work with city, county and private water purveyors to provide required backflow prevention testing reports and information regarding backflow related problems. Maintains an accurate database to provide district-wide information on backflow prevention assemblies. Orders backflow repair parts and maintains a working inventory. Maintains all equipment and any required certifications. Works on plumbing up to six inches diameter and repairs accident damage.
5%	M	Record keeping and reporting: pre and post operative equipment checks, fuel purchases/usage, Material usage reports, visa card purchase records. Operate and maintain laptop computer & desk computer reports and programs used for remote operation of facilities boiler/heater systems.

[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

This is a supervisory position. Incumbent will directly supervise the assigned unit. May direct or lead other employees such as Building Maintenance Workers assigned to assist in carrying out specific jobs.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Three years of journey person experience in a mechanical trade. Knowledge of: methods, materials, and equipment used in the operation and repair of plumbing, heating, electrical, water and sewer systems; materials, methods, and tools used in the repair of mechanical equipment and in miscellaneous building maintenance and repair work and skill in the performance of such work; Safety orders of the Division of Industrial Safety dealing with heating, electrical, plumbing, and other mechanical systems. Possession of a valid Driver License.
Must be able to analyze various work situations accurately and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra

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expense in the maintenance of highways, or damage to State equipment and facilities.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public, and employee is expected to maintain a favorable public image for the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating mechanical equipment and tools 45% of the time on a year-around basis. The remainder of the activity is labor.

Standing, Sitting and Walking - Standing and walking using hand tools 50%: Sitting and driving 20%. Twisting and turning, climbing, shoveling 30%.

Lifting (Floor to Bench to Floor) – Items listed may be any of the following but not limited to lifting tools, tools box, mechanical devices such as pumps and motors.

Carrying – Repair material, which may weigh 50 lbs., must be carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Various items carried include any type of building material supplies, specific tools to accomplish job, tool box, small motors, pumps, lumber, plumbing material and supplies, and may be carried on uneven terrain.

Overhead Reaching – Overhead work includes pulling yourself up into many types of work environments from 0 to 30 times per day, working off a ladders, servicing equipment or doing mechanical repairs, signaling other workers, and throwing/loading material in equipment.

Other Reaching – Setting cones, lubing and checking equipment, shoveling, driving, using digging bar, shifting, holding tools or material; may be done on a continuous basis.

Pushing/Pulling – Shoveling, opening garage doors, hooking up trailers, pulling on hoses, tightening and loosening nuts on bolts. Installing and removing items such as pumps, small motors; pulling down on post drivers.

Twisting - The incumbent may twist while driving equipment. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up material, supplies, and tools.

Climbing/Balancing – Climbing is done in and out of work areas, such as rafters, attics, up and down ladders and used in fine manipulation of a ladders, stairways, (often with a load of material or supplies); onto steps and walkways. One example would be to climb up a ladder carrying supplies to work on an air conditioning unit on a roof or in attic area.

Bending/Crouching/Squatting/Crawling – The incumbent often bends continuously throughout the day while operating tools and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. May also crawl around and underneath job site area while checking and servicing facilities, and putting on or removing parts.

Simple Grasping – This activity is necessary about 95% of the shift; climbing in/out and around job areas, operating and repair of equipment, using hand tools and handling materials.

Fine Manipulation – This occurs less than 2% of a day and usually while writing reports, reading through installation material or manipulating the knobs and levers on the tools. A higher percentage of the time would be saw, drill and hand tool operation.

Importance of Hearing and Sight – both are essential on the job because the Maintenance Mechanic often must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, sensors, including vehicle horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable.

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Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

WORK ENVIRONMENT
Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to –15 degrees, strong winds, rain, sleet, and snow.

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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