STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Manager I	District 1/Maintenance/Region Office	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Field Support Maintenance Manager	901-630-6280-010	02/3/2025

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 the Maintenance Manager II, the incumbent serves as the Maintenance Manager I responsible for developing, establishing and enforcing a wide variety of complex and sensitive issues and policies for the Field Maintenance division to ensure consistency throughout the District. Duties include, but are not limited to, the managing of the North & South Special Crews, Recycling and IMMS Coordinator, Contracts and LOS Coordinator, Landscape Specialist and the Clean CA Coordinator. Responsible for providing guidance and oversight. A Class C drivers license is required as incumbent will be responsible for traveling throughout the district.

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. (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, Climate Action, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (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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20%	E	Supervises District Maintenance Division field operations for the North and South Special Crews, oversee staffing, training and resources; uniform maintenance practices and level of service. Coordinates maintenance activities within superintendents areas. Addresses public complaints. Utilizing information provided by the Integrated Maintenance Management system, responsible for overall planning and monitoring of workload levels, equipment and materials utilization within area of responsibility. Ensures that budgetary, time-keeping and procurement needs are provided.
15%	E	Provide oversight and guidance to daily and long term Field Maintenance activities. Assure quantity and quality of work meet standards. Ensure mandatory annual training, Ethics training and resources are available to Superintendents. Ensure Superintendent's review policies and procedures that affect their role and responsibilities. Provide consultation when issues arise related to performance and assistance to resolve significant and sensitive issues.
10%	E	Oversee emergencies and major incidents such as traffic accidents, fires, highway spills, floods, and storms.
10%	E	Responsible for progressive discipline within area of responsibility.
5%	E	Performs the role of the District Water Manager which includes but not limited to overseeing water usage and developing and implementing the Annual Drought Action Plan.
5%	E	Responsible for managing the Adopt A Highway/Recycling and IMMS Coordinator. Responsible for providing IMMS coordination and support and providing IMMS expenditure reporting support and physical inventory management.
5%	E	Responsible for managing the Landscape Specialist. Provide guidance and oversight of the entire program.
5%	E	Responsible for implementation and management of the maintenance division's LOS Program including supervision of a Superintendent LOS Coordinator/Contract Manager responsible for effective measurement and reporting of LOS information. Oversight of contracts and agreements.
5%	E	Responsibility the encampment/hazmat Coordinator. Provide oversight of encampment cleanups and hazmat inspections and training.
5%	E	Functions as the field region drug testing coordinator in area of responsibility.
5%	E	Performs periodic safety/field reviews on maintenance operations, facilities and equipment.
5%	M	Reviews proposed construction projects plans and specifications with regard to maintenance requirements, making recommendations that would improve the final product and improve the maintainability.
5%	M	Performs the full range of duties of the Maintenance Manager II as delegated by the MM II, including supervision and management of the Field Region.

[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
Directly and indirectly supervises Maintenance Field operations in its entirety.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Must have knowledge of materials, methods, and equipment used in the maintenance and construction of highways, highway structures and landscape; operation of a maintenance territory; characteristics of heavy construction and maintenance equipment; rules and regulations pertaining to maintenance operations; employee health, safety and labor relations programs and the process to meet their objectives; computerized management systems; principles of effective personnel management and supervision; project management techniques; a supervisor's role in affirmative action and equal employment opportunity. Must possess a thorough knowledge of statewide maintenance functions and the missions, goals, organization and procedures of the Department of Transportation.

Ability to plan, organize and direct the work of others; analyze situations accurately and develop an effective course of action on very short notice; relate to and work with interdisciplinary groups and large segments of the public; make effective presentations and prepare written and oral reports. Ability to coordinate activities with other Headquarters and District Divisions and Offices,

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with City and County officials, and with the general public.

Ability to read and write English at a post high school level. Must be able to articulate program policies and goals to management, staff, and the public. Often will be required to advise management of program status, issues and needs. Must be able to communicate effectively and tactfully. Must possess sound techniques for handling sensitive issues.

The incumbent performs the full range of analysis in planning, coordinating and directing activities. The Maintenance Manager I must have the ability to utilize a variety of analytical techniques to address complex managerial problems and issues. The incumbent is responsible to ensure optimum operations and performance of the maintenance function including management of budget expenditures and personnel. The incumbent is responsible for a variety of line functions that relies significantly on analysis of many topics.

Class C Driver License is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, analysis, actions, conduct, directions and decisions could result in inefficient use of resources, employee injuries and death, injuries and death to members of the general public, loss of individual and departmental credibility, poor employee moral and affect the ability of Caltrans to deliver its work program on schedule.

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 and 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, and high level governmental officials and legislators. There is considerable contact with external agencies. The Maintenance Manager I interfaces with the public in various forms working with city and county governmental officials, regulatory agencies such as Fish and Game, Water Quality Control Boards, local and State Fire Departments, Army Corps of Engineers, etc., as well as members of the general public who call or write in with their concerns. Contacts will be made daily with the public, suppliers, contractors, Headquarters personnel, other District staff, 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 this individual.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to use personal computers and telephones for long periods of time. Other physical activities will include accessing files, manuals and other resources at various Caltrans and external offices. Incumbent will be required to transport up to 50 pounds from low to high storage areas and other facility locations.

Incumbent will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings.

Incumbent will be required to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and display empathy to others.

WORK ENVIRONMENT

At their base operation, incumbent will work in a climate-controlled office under artificial lighting and/or teleworking. Incumbent will be required to traverse office complexes, parking lots, equipment repair shops, highways, sidewalks roadside cut and fill slopes and drainage facilities. Incumbent will be required to travel and work outdoors and will be exposed to dirt, chemicals, noise, uneven surfaces, extreme heat, extreme wet conditions and extreme cold.

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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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