STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Supervisor	District 4 / Maintenance / Southwest Region	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Maintenance Supervisor	904-730-6301-xxx	

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 Superintendent, the Caltrans Maintenance Supervisor supervises a highway maintenance crew, maintains the existing highway inventory which includes drainage & delineation, Portland Concrete Cement (PCC) pavements, asphalt pavements, emergency response, accident clean up and traffic control in a safe and efficient manner. The incumbent will be required to operate vehicles requiring a valid Class C driver license issued by the Department of Motor Vehicles. Incumbents work hours will be 7:30am to 4:00pm. Monday through Friday. To help the Department with scheduling, the incumbent may be asked to work alternate work shifts such as but not limited to 9/80, 4/10. work nights or weekends.

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, Employee Excellence - Collaboration, Innovation, People First, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration, Innovation, People First, Pride)
- **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, Employee Excellence - Collaboration, People First, 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, Employee Excellence - Collaboration, Equity, People First, Pride)
- **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, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Safety, Employee Excellence - Collaboration, Equity, Innovation, People First, Pride)
- **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, Employee Excellence - Collaboration, Integrity, People First, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Employee Excellence - Innovation, People First, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Plans activities of assigned maintenance crew to determine staffing, equipment, and materials needed to accomplish the work. Prepare schedules and directs the crew's daily, weekly and monthly assignments to ensure safe and efficient task completion. Procure and schedules equipment, plan and implement weekly, monthly and yearly schedules. Monitor and insure the safety of the crew in the work site. Estimate and authorize quantities of materials needed for any given job site.

ADA Notice This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

25%	E	Develops an annual maintenance plan and manpower needs assessment for an assigned area to provide the Area Superintendent with information for budget development. Inspect the area to determine maintenance deficiencies and priority needs to be done and recommends types of work and quantities of materials, inspect facilities to determine repairs and enhancements, recommend maintenance projects needs and priority. Implement a training plan for all employees on equipment, personal needs and mandated training to help the employees to safety and efficiently perform their duties.
25%	E	Supervise subordinate staff to ensure the objectives of the work area are met by participating in the recruitment process and interviewing staff and training staff. Conduct performance appraisals and complete performance Individual Development Plans. investigates and evaluate incidents and accidents. Address staff problems and determine disciplinary action. Approve leave request, record and maintain daily time for staff.
5%	M	Provide equipment, development, and safety training and specific work direction to the employees. Inspect equipment and ensure State property is property protected and maintained.
5%	M	Review the work area for safety and departmental procedures.

[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 Caltrans Maintenance Supervisor is responsible for the direct supervision of a crew consisting of leadworkers, equipment operators and maintenance workers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of standard methods and materials use in maintaining, repairing, and replacing highway pavement and highway facilities, including asphalt, Portland Cement Concrete, drainage repair, highway delineation and more. Knowledge of the California Vehicle Code as it applies to the loading and operation of motor vehicles. Knowledge of State laws and agency rules and regulations pertaining to highway maintenance procedures and equipment operation of assigned crew. Knowledge of proper traffic control procedures including highway signing, flagging, and coning to perform work safety and efficiently on busy highways. Knowledge of emergency procedures for directing traffic due to motor vehicle accidents, spins, and slides including lane closures and detours. Ability to plan, direct and supervise the work of employees , and special program groups personnel. Ability to access landscape plants condition and needs, irrigation operating system, and landscape and roadside deterioration in order to determine the need for repair or corrective action. Ability to analyze organizational problems and develop timely and economical solutions. Ability to adjust to change, work pressures, or difficult situations. Ability to communicate effectively, orally and in writing in English with a diverse group of people. Skill to use and operate maintenance and repair of a wide variety of highway maintenance equipment, including proper methods and procedures for the type of material and activity on which the equipment is being operated. Skill to train others and evaluate progress. Skill to explain and implement new procedures, changes in operations, and revisions in law and policy to subordinates. Possession of a valid Class C driver's license.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Caltrans Maintenance Supervisor is responsible to carry out all safety requirements of the department. Poor or inadequate decisions can be costly to the department in terms of the usage of resources or in need for additional maintenance resulting from work products of poor quality.

PUBLIC AND INTERNAL CONTACTS

The Caltrans Maintenance Supervisor has daily contact with crew members, as well as the public, to provide information, and to respond to complains and emergencies in all areas of highway maintenance, incident response or dispatch. The Caltrans Maintenance Supervisor has frequent contact with higher level managers to review accomplishments and plan future activities. The Caltrans Maintenance not only contacts other maintenance units regularly to coordinate equipment and personnel exchange, but will also contact local government officials and law enforcement agencies that provide services.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Some of this position may occasionally be labor intensive. Incumbent must have physical ability to react quickly to errant motorist. Must be able to work long hours under sometimes severe conditions. Hearing should be adequate to hear warning devices used for worker safety,i.e lookout alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable. 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. Will be expected to recognize and react to emotionally charged issues or problems and acknowledge the various responses while remaining calm and objective.

WORK ENVIRONMENT

The Caltrans maintenance Supervisor will be required to wear safety equipment such as ear plugs, hard hats, move heavy

ADA Notice This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

objects, stand or sit, bend, stoop or kneel for prolonged periods. Required to assist in the clean up event of accidents involving drivers and or hazardous spills. Must have ability to develop and maintain cooperative-working relationships and respond appropriately to difficult situations.

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

ADA Notice This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.