STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Area Supt	08-603 MAINTENANCE SUPPORT (EFIS # 2340)	
WORKING TITLE	POSITION NUMBER	REVISION DATE
MNTCE SAFETY OFFICER/TRAINING COORDINATOR	908-603-6282-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 Maintenance Manager I, acting as Branch Chief, the CT Maintenance Area Superintendent acts as the Maintenance Safety Officer. The incumbent will monitor field maintenance crew compliance with the existing safety program. Will act as an advisor on safety issues and serve as liaison between field maintenance crews and the District safety officer. Will be a member of the Maintenance Advisory Team and assist in making recommendations to the District safety officer for changes or improvements. Must possess a valid Class "C" Driver's License. Duties include, but are not limited to:

CORE COMPETENCIES:

As a CT Maintenance Area Supt, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, 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, Climate Action, 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, Climate Action, 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)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (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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50% E Monitors the existing safety program compliance by checking for supervisor and superintendent documentation and record keeping, including Tailgate Safety Meetings, Code of Safe Operating Practices Meetings, and Facilities Inspections. Conducts Field Operational Reviews in each cost center's area at least annually. Will document and discuss any changes or improvements with the responsible supervisor. At the request of the responsible person in charge, the incumbent will assist with major incidents such as Haz-Mat episodes, natural disasters and traffic accidents, by advising crews on the scene of any changes or precautions needed for traffic control or individual safety unique to the situation.

Serves as the Training Coordinator and point of contact for training for District 8 (D8) Maintenance Division. Incumbent attends trainer training courses and then trains district trainers in various work related disciplines. The incumbent ensures that all trainers are qualified instructors and are providing quality training/materials by attending classes and reviewing student feedback. The incumbent will also be an alternate and/or backup instructor, if needed.

Responsible for administering the Maintenance and Landscape Correspondence Courses, including test scoring, issuing certificates and processing employees through the course. Authorizes all training plans as submitted by employees for upward mobility and reimbursement.

Using available data, including the first line supervisor’s recommendation of type of course/class for the candidate, reviews course/class content to determine what is best for candidate’s career path considering cost of course/class(es); any additional cost such as travel and per diem; and also considers other options such as alternative course/class.

Works Material and Equipment Managers, Integrated Maintenance Management System (IMMS) Coordinator and the Maintenance Budget Officer to develop and institute job specific training. Reviews performance reports of employees and recommends additional or alternate training. As the Maintenance Safety Officer, researches and compiles safety reports based on accident and injury trends after safety training and determines if training programs are successful and where more emphasis may be needed.

Works with Maintenance Division management to prepare training plans and develop the training budget for future needs and costs of training facilities, equipment, supplies and services. Maintains complete training records for each Maintenance employee. Ensures all employees are scheduled for mandatory training at the appropriate time. Through research, locates and reserves appropriate training facilities; negotiates with instructors and contractors to insure availability and to set up training schedules. Researches, locates, reviews, authorizes and purchases training materials; administers contracts as necessary, processes pay documents for contractors, instructors and training facilities and materials.

40% E Works with all levels of maintenance supervision, from Leadworker to Manager, to improve individual safety awareness for all employees. The incumbent will design, implement, and administer an integrated Maintenance Safety Training Program. Will continually update and modify the program through accident and injury investigation in order to help insure a properly tailored and effective program. Assists with all accident and injury investigations within the Maintenance Division.

Serve as the D8 Equipment Qualification Coordinator. Will work closely with headquarters training, district maintenance managers, superintendents and supervisors. Will ensure that D8 has a sufficient number of equipment trainers and qualifiers stationed throughout District 8. Will plan for and ensure that the maintenance staff are sufficiently qualified on the equipment in their assigned unit and other units they may be loaned to, which includes the needs for winter operations and emergency/natural disasters. Will also be a back up equipment qualifier. Administrator/custodian for several contracts and must act to preserve and protect the State's assets.

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10%	M	Reviews Code of Safe Operating Practices and recommend changes or additions to existing editions. Will establish and implement a crew recognition program for crews with good safety records and for crews that show great improvements. Provide bi-annual mandated Chapter 8 training all Maintenance field personnel. Attend annual statewide Safety Officer's meeting to discuss new rules, regulations or concerns and report information learned back to District Management. EOC - The incumbent is a valued member of the D8 Emergency Operations Center. Expected to report to the D8 EOC or the back up EOC when it is activated in the event of an emergency and/or natural disaster and fulfill one of the staff assignments. Participates in emergency drills and training. Will work with other Caltrans divisions, as well as city, county, state law enforcement and emergency services agencies. May be assigned as an Agency Rep at the Incident Command Post during emergency incidents.

[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
First line supervisor for approximately 5 Caltrans Maintenance Supervisors. Will assist with clerical training, and the incumbent will provide leadership to many instructors throughout the district.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Requires knowledge of and the ability to implement the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program, the Maintenance Manual and the Safety Manual. Must know a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, must have the ability to maintain a work environment that is free from discrimination and harassment and rules and regulations pertaining to highway emergencies. The incumbent must have a basic knowledge of the methods, equipment and material used in the construction and maintenance of highways, structures and landscape areas; the characteristics, operations, maintenance and management of equipment and materials used; and the rules, regulations and procedures pertaining to highway, landscape and structure construction and maintenance. The incumbent must have a valid Class "C" driver's license. The incumbent must have the ability to establish and maintain good working relationships. Must be able to analyze various work situations accurately and adopt an effective course of action. Must have the ability to detect and correct unsafe conditions and practices; prepare clear and comprehensive reports; conduct effective meetings; and be able to follow oral and written instructions without close supervision.

Requires knowledge of the purchasing and service contracts. Requires knowledge of modern office methods, forms and equipment; public information channels and methods; computer applications such as Word, Excel and Powerpoint; and purpose, organization, policies, procedures and functions of the Department of Transportation. Requires knowledge of the principles and methods of training, and the requirements and goals of the Maintenance training program. Requires knowledge of the laws, rules, regulations, policies and procedures pertaining to personnel transactions. Must be able to consult with and advise administrators and other interested parties on subject matter within the area of assignment, and develop and implement new and revised methods and procedures.

Must be able to establish and maintain cooperative working relationships, coordinate the work of others, and act as a team or conference leader. This is an autonomous position and the incumbent must be able to work with a very high degree of independence.
Requires knowledge of Integrated Maintenance Management System (IMMS), modern office methods, forms and equipment; public information channels and methods; computer applications such as Word, Excel and Power-point; and purpose, organization, policies, procedures and functions of the Department of Transportation.

Must have the ability to work independently with minimal supervision as well as the ability to direct the work of others and work well in a team situation. Must have the ability to communicate effectively, make oral presentations, analyze data collected, and formulate an effective course of action.

Must have a thorough working knowledge of Dispatch procedures and current programs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Responsible for decisions regarding the proper hiring processes and for the efficient and effective administration of the Maintenance Training Program. Additionally responsible as the administrator/custodian for several contracts and must act to preserve and protect the State’s assets. Decisions must be thoroughly considered, as they will effect the safety of the Maintenance workforce and the traveling public. Poor decisions or actions could have broad implications involving employee morale, their safety and that of the traveling public. Poor decisions or errors in judgment could also lead to loss of public confidence, monetary loss and embarrassment for the Department.

PUBLIC AND INTERNAL CONTACTS
Maintains frequent and regular contact with Maintenance field employees, Supervisors, management and staff at the District

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Office and Headquarters levels. Will have extensive contact with the public and various local government and public interest groups in the course of duties. Must conduct activities in a manner that projects a positive image of the Department, and its policies and goals.
Responsible for decisions regarding the proper hiring processes and for the efficient and effective administration of the Maintenance Training Program. Additionally responsible as the administrator/custodian for several contracts and must act to preserve and protect the State's assets. Decisions must be thoroughly considered, as they will effect the safety of the Maintenance workforce and the traveling public. Poor decisions or actions could have broad implications involving employee morale, their safety and that of the traveling public. Poor decisions or errors in judgment could also lead to loss of public confidence, monetary loss and embarrassment for the Department.

Requires extensive contact with all levels of the Maintenance Division, from Maintenance Worker to Maintenance Manager. Will also have frequent contact with Headquarters Safety Officer and a variety of safety-related agencies such as law enforcement and fire departments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
May be required to sit or stand for long periods, walk on uneven ground and perform fine manipulation.
Will travel extensively throughout the District. Must be articulate and be willing and be able to conduct meetings with a large group of people. Must show tact when dealing with sensitive subjects/emotionally charge issues and deal effectively with pressure and maintain focus. Expected to respond to emergencies throughout District at any time of the day or night and in any weather condition. The incumbent will be required to travel regularly throughout the District and on occasion to various places throughout the State. Must be emotionally stable and be capable of performing several analytical and/or technical tasks concurrently, and to function successfully under pressure in order to meet various deadlines.

WORK ENVIRONMENT
The incumbent will work in an office with a climate control and artificial lighting while using a personal computer with video monitor, keyboard and mouse. The employee will also travel extensively throughout the District and as needed to Headquarters, while engaged in assigned duties. Will be called upon to work in the Emergency Operations Center during natural or man-made disasters. Weather conditions vary widely from hot and mostly dry summers to cold and wet winters. In the summer temperatures consistently exceed 100 degrees and there are occasional heavy thunderstorms. In the winter, temperatures will fall well below freezing and rain and snow will be expected. Must be willing and be able to work in inclement weather and at extreme temperatures.

Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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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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