STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Supervisor	D2 / Maintenance & Ops / Field Maintenance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Maintenance Supervisor - Burney	902-638-6301	07/06/2026

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

GENERAL STATEMENT:

Working under the direction of a Caltrans Maintenance Area Superintendent, the Caltrans Maintenance Supervisor is responsible for the supervision and operation of all Field Maintenance employees and maintenance activities within the assigned unit, and ensures that all Department safety practices are in accordance with District, Department, State and Federal policies, procedures, rules and guidelines. The crew performs tasks related to highway or landscape maintenance work on the state right of way, which includes highways, bridges, landscapes, and facilities. Required to work overtime, nights, and weekends due to storms, emergencies, or special work projects, as determined by the supervisor or Department. The incumbent is expected to respond to emergency situations and calls. Possession of a valid Class C driver's license is required. An unrestricted Class A with Tank endorsement is desired.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Climate Action, Employee Excellence - Collaboration, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Climate Action, 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. (Safety, Employee Excellence - Integrity, 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, Employee Excellence - Collaboration, Innovation, 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, Equity - Innovation, People First, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity - Innovation, People First, 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, Employee Excellence - Integrity, People First, Pride)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety, Employee Excellence - Integrity, People First, 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 - Equity, Integrity, People First, Pride)

TYPICAL DUTIES:

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

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40%	E	Supervises and participates in a wide range of work projects undertaken by the assigned unit. Such projects include, but are not limited to, rigid pavement maintenance, roadside maintenance, weed control, maintenance of fences, sign replacement and repair, ditches, culverts, litter, debris, sweeping, graffiti, spills, stormwater and NPDES (National Pollutant Discharge Elimination System) projects, rest areas, vista points, median barrier, snow and ice control and storm maintenance. Responds to emergencies and major incidents such as traffic accidents, highway spills, floods, landslides, and storms. Coordinates with neighboring yards, specialized crews, and staff in related divisions as needed to perform duties within maintenance area. Required to work overtime, nights, and weekends due to storms, emergencies, or special work projects, as determined by the supervisor or Department.
30%	E	Schedules and plans work for the assigned unit. Ensures required personnel, materials, and equipment is available. Prepares necessary work plans on a daily, weekly, monthly and yearly basis. Inspects right-of-way and recognizes deficiencies and hazards in order to initiate appropriate actions. Identifies opportunities and conducts workforce development and succession planning. Administers departmental policy and procedures. Maintains crew morale and discipline. Answers employee and public questions regarding maintenance policy and procedure with tact and courtesy. Ensures departmental policy and procedure is being carried out. Works with Trainers and Training Coordinators and facilitates training for crew. Attends and participates in training and meetings that may require travel.
20%	E	In a timely manner, submits daily, weekly, and yearly records and reports. Such records and reports normally require the use of the state network access and computer applications, and include timekeeping, projects, safety meeting logs, job hazards analysis forms, traffic control, traffic delays, highway damage, highway spills, major incidents, hazardous waste, hazardous materials, personnel evaluations, materials, purchases, fuel, equipment, stormwater, and any other report or record as requested.
5%	M	Inspects facilities and equipment in order to ensure State facilities and equipment are used and maintained properly. Makes inspections for and assists in solving encroachment and permit issues.
5%	M	Conducts safety meetings and other training. Ensures staff is properly trained and qualified to perform assignments. Monitors crew work habits and conditions to provide for the safety of the crew and public.

[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. Incumbent will be required to establish and maintain control over the entire operation of the assigned unit, and to clearly be the person in charge. Incumbent will use proper disciplinary procedures when needed, but will also work with and develop subordinates into a productive team of motivated employees.

Receives general supervision and direction from the Caltrans Maintenance Area Superintendent. Incumbent is expected to make good decisions independently, but also be able to solicit and accept help if needed or offered. Must be able to maintain control of the assigned area of responsibility, yet be subordinate to the Area Superintendent, accepting and supporting decisions made at levels higher in the chain-of-command.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have extensive knowledge of the materials, methods, tools, and equipment used in highway and landscape maintenance and construction; operation of a maintenance area; the maintenance of equipment and tools used in highway and landscape maintenance and snow removal; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and the operating characteristics of the Integrated Maintenance Management System (IMMS). Must be able to retrieve and analyze information in IMMS; create cost estimates and reports; analyze reports, rules and regulations; and apply to planning, budgeting, cost control, equipment and personnel needs, and work scheduling.

In addition, incumbent must have working knowledge of the Maintenance Manual Volumes I and II, the Safety Manual, the Code of Safe Practices, the Guide to Employee Conduct and Discipline, and all other manuals or guides pertaining to highway maintenance work and workers. Incumbent must also have knowledge of the rules, regulations and procedures for the procurement of materials, goods, and services.

Must have the ability to supervise and direct the work of subordinate members of the assigned unit and to work safely around

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high-density traffic. Must have the ability to work effectively alone or with others. Must be able to analyze various work situations accurately and make sound decisions.

Must be competent in the use of the English language, mathematics, public speaking, and written communication. Must understand and use computers and cellular phones in the conduct of official business. Incumbent must have working competency in word processing, spreadsheet, and email systems. A focus on continuous improvement and training is also desirable.

Must possess a valid Class C California Driver's License, at a minimum. Possession of a valid Class B or Class A driver's license with endorsements for P (Passenger/Bus), H (Hazardous Materials) and N (Tank Vehicle) is highly desirable.

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 expense in the maintenance of highways, or damage to State equipment and facilities. Failure to make timely and proper decisions could endanger human lives and property, and result in lawsuits.

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. At times may be required to respond to questions from the media.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be able to engage professionally with all staff, handle sensitive or emotionally charged situations, take direction, solicit and/or accept help if needed or offered, and understand and follow Caltrans policies and guidelines. Incumbent may be required to sit for long periods of time using a keyboard, mouse, phone, and video display monitors. Must have mental capacity and manual dexterity to operate a computer and keyboard for preparation of reports and forms.

Some of this position may occasionally be labor intensive. Incumbent must have the physical ability to react quickly to errant motorists and perform strenuous hand and mechanical labor. The incumbent must have the ability to perform field inspections, which require driving, walking up slopes and on uneven or unpaved ground, bending, and stooping. The incumbent may be required to routinely move heavy objects weighing up to fifty pounds or more, stand or sit for prolonged periods, bending, stooping, and or kneeling.

Must be able to work long hours under sometime severe conditions. Required to work overtime, nights, and weekends due to storms, emergencies, or special work projects, as determined by the supervisor or Department.

Hearing should be adequate to hear warning devices used for worker safety, including vehicle horns used to warn employees of imminent 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 sufficient for safety when working after dark.

WORK ENVIRONMENT

While at their base operation, employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. When in the field, incumbent is 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.

During the winter months the workweek is normally 5/8-hour days. During the summer months the workweeks may be changed to 4/10-hour days. The scheduling of the 5/8 days or the 4/10 days is at the discretion of the District Management and pursuant to operational needs.

Required to work overtime, nights, and weekends due to storms, emergencies, or special work projects, as determined by the supervisor or Department.

Personal safety requirements include:
A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
C. Long pants. No shorts or cutoffs.
D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department.

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Some crews are designated travel crews and work out of town on a per diem basis up to 80% of the year.

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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