

**POSITION DUTY STATEMENT**

PM-0924 (REV 12/2020)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION District 3/Maintenance/Sunrise Region
WORKING TITLE Caltrans Maintenance Area Supt - Support	POSITION NUMBER 903-659-6282
	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Working under the direction of the Caltrans Maintenance Manager I, the incumbent provides general supervision over operations of all Maintenance Mechanics within the assigned area of responsibility. This position is responsible for monitoring and tracking various reports and performance objectives. Will act as a Homeless Encampment liaison as well as the Calsense and PS&E coordinator. This position must travel throughout the District 3 Sunrise Region; incumbent must possess a valid Class C driver's license

**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, 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. (Stewardship and Efficiency - Teamwork)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (System Performance - Commitment)
- **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. (Stewardship and Efficiency - Integrity)
- **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. (System Performance - Commitment, Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Organizational Excellence - Teamwork)
- **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. (Stewardship and Efficiency - Commitment)
- **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. (Organizational Excellence - Commitment)
- **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. (Organizational Excellence - Commitment)
- **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. (System Performance - Integrity, Commitment)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
30% E	Assigns work, gives direction to, monitors work and maintains discipline among the Sunrise Region Maintenance Mechanics. Conducts facility inspections to include Rest Areas for proper operation and maintenance issues in order to adequately respond to needs and assures that proper levels of service are maintained. Responsible for the allocation of maintenance resources and acts as Cal-Card Manager for the Maintenance Mechanics. Shall spot check assigned inventory for accuracy and provide any needed support during inventory reviews. Efficiently utilizes and balances priorities among all available resources including regular staff, overtime, service contracts, construction projects, operating expenses, rented and departmental equipment, and other Caltrans staff.

**ADA Notice**

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25%	E	Assist with Homeless Encampment cleanup in the capacity of a Hazardous Material Specialist to review sites in conjunction with or in the absence of, First Responder Operations (FRO) qualified personnel prior to cleanup to advise employees on hazards associated with the site. Monitors cleanup contractor during cleanup through observation and by completing a Spill Diary: this maybe also be delegated to an FRO. Once invoice is received, audits invoice against Spill Diary to ensure accurate charges. Assists Contract Manager with deficiencies and advises same when it is OK to pay invoice.
20%	E	Completes and monitors various weekly and monthly reports to ensure compliance with District 3 policies and performance objectives. These include but are not limited to: Incident Logs/Reports in IMMS, Monthly Performance Report, Fuel Validation/Bulk Fuel, Damage Reports, Customer Service Requests (CSR) and Needs 2 reports
15%	E	Acts as Plan, Specification and Estimates (PS&E) Coordinator for Sunrise Region. Will log all PS&E review requests and assign to the appropriate Caltrans Maintenance Area Superintendent for county where the majority of the project resides. Will track Region Maintenance deliverables to ensure responsibilities are being met and will notify Assistant Region Manager of progress and deficiencies.
5%	E	Act as Calsense Coordinator by monitoring system performance for deficiencies and making proper notifications to correct those deficiencies. Follows up to ensure compliance with Governor's Executive Order 8-36-15.
5%	M	Acts as Equipment Coordinator to support department owned as well as rental equipment issues. Monitor Weekly Rental Reports.

<sup>1</sup>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 be first line supervisor to Caltrans Maintenance Mechanics. Will assist with various service contracts and special programs. May occasionally be acting for the Maintenance Manager I.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of materials, methods, tools, and equipment used in highway maintenance; the Maintenance Management System, rules regulations and procedures for the procurement of materials, goods, and services; rules and regulations of personnel administration and accounting; and principles of effective supervision and personnel practices. Must be thoroughly competent in the use of English language, mathematics, public speaking, and written communication. Must understand and use computers in the conduct of official business. Must have working competency in word processing, spreadsheet, and email systems.

Possession of a valid Class C California Driver's License.

Ability to supervise and direct the work of subordinates.

Must be thoroughly familiar with Chapter D5 of the Maintenance Manual and maintain any training competencies.

Must be able to analyze various work situations accurately and make sound decisions.

Muse be able to analyze information provides by the Maintenance Management System; make cost estimates and reports; analyze reports, rules and regulations, and apply to planning, budgeting, cost control, equipment and personnel needs, and work scheduling.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors may endanger State 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, property and facilities. Failure to make timely and proper decisions could endanger human lives and property, and results in lawsuits.

**PUBLIC AND INTERNAL CONTACTS**

Contact by phone, letter and in person with State employees, other government agencies, and private citizens, concerning accidents, and other emergency situation, status of work, complaints, and procurement. Has daily contact with subordinates and co-workers, frequently regarding sensitive issues. Is requested to project a professional and businesslike image, and develop and maintain effective working relationships.

**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 sometime severe conditions.

Hearing should be adequate to hear warning devices used for worker safety, IE, look out alarm devices, including vehicle horns

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used to warn employees of eminent danger at the work site. Corrected hearing is acceptable.

Slight 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.

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**WORK ENVIRONMENT**

This position requires extensive travel throughout the assigned area, in addition to occasional travel to other parts of District 3 and elsewhere in the State. Emergency response and work at night and weekends will be required as needed.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE