

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION D4 North Bay Region	
WORKING TITLE Superintendent	POSITION NUMBER 904-610-6282	REVISION DATE 05/12/2022

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general supervision of the Region Manager, the Caltrans Maintenance Area Superintendent is responsible for the supervision of Supervisors having responsibility for Landscape and Maintenance crews. The incumbent will be responsible to ensure the proper maintenance of the highway traveled way, roadside and landscaped areas of the North Bay Region in a safe and efficient manner and administer contracts. The Incumbent will be required to operate vehicles requiring a valid Class C driver license issued by the Department of Motor Vehicles.

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.

- **Flexibility and Managing Uncertainty:** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First - Engagement, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - Engagement, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence - Integrity, Pride)
- **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 First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety First, Cultivate Excellence - Integrity, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Strengthen Stewardship and Drive Efficiency - Engagement)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Plans activities of assigned highway/landscape maintenance units to determine staffing, equipment, and materials needed to accomplish the work by: Working with Supervisors to schedule crews on a daily, weekly, and monthly basis; Estimating and authorizing quantities of materials; Allotting time needed to accomplish the work; Procuring and scheduling equipment; Coordinating with other areas to share manpower and equipment and monitoring work in progress and costs.

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20%	E	Develops an annual maintenance plan and manpower needs assessment for an assigned area to provide the Region Manager with information for budget development by: Working with Supervisors to inspect the area to determine what work needs to be done and to recommend types and quantities of material; Inspecting facilities to determine repairs and enhancements; Recommending maintenance project priority; Monitors area budget to ensure that allocations are expended but not exceeded.
15%	E	Supervises subordinate staff to ensure the objectives of the work area are met by: Interviewing staff; Working with Supervisors to see that they provide training and work direction; Approving leave requests and time sheets; Addressing staff problems and determining disciplinary action; Conducting performance appraisals and completing performance documents.
15%	E	Act as contract manager for service contracts and materials purchases.
10%	M	Respond to emergencies on the highways for traffic control, spilled material clean up and emergency work during storm conditions.

¹ESSENTIAL 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 Area Superintendent is responsible for the direct supervision of Caltrans Supervisors having varied disciplines with some having local areas and others having Region responsibility.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of standard methods, materials used in repairing, renovating, and reconstructing highway roadbeds, surfaces, structures and facilities including asphalt, concrete, steel, and wood work.

Knowledge of standard methods, materials used in the maintenance of landscape areas.

Knowledge of the California Vehicle Code as it applies to the loading and operation of motor vehicles including commercial vehicles.

Knowledge of State laws and agency rules and regulations pertaining to highway maintenance procedures and equipment operation of the assigned crews.

Knowledge of proper traffic control procedures including highway signing, flagging, and cone placement to perform work safely and efficiently on busy highways.

Knowledge of emergency procedures for directing traffic due to motor vehicle accidents, spills, and slides including lane closures and detours.

Knowledge of purchasing and contract management.

Ability to plan, direct and supervise the work of subordinates.

Ability to access road conditions, hazards, and surfaces deterioration in order to determine the need for repair or corrective action.

Ability to analyze organizational and operational problems and develop timely and economical solutions.

Ability to establish program objectives or performance goals and to assess progress toward those objectives/goals.

Ability to adjust to change, work pressures, or difficult situations without undue stress.

Ability to communicate effectively, orally and in writing in English with a diverse group of people.

Skills to use, operate, and maintain 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 employees and evaluate progress.

Skill to explain and implement new procedures, changes in operations, and revisions in law and policy to subordinates.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

A poor decision could result in serious injury to you, another Caltrans employee or a member of the traveling public. Poor judgment could also result in damage to equipment or highway facilities.

PUBLIC AND INTERNAL CONTACTS

The Caltrans Maintenance Area Superintendent 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 the need for additional maintenance resulting from work products of poor quality

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Caltrans Maintenance Area Superintendent will be required to wear safety equipment such as earplugs, hard hats, move heavy objects, stand or sit for prolonged periods. May also be required to bend, stoop, or kneel. May be required to assist in the clean up in the event of an accident involving drivers and/or hazardous spills. Must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge of the various responses.

WORK ENVIRONMENT

The Caltrans Maintenance Area Superintendent is expected to work outdoors in all kinds of weather conditions, day or night, in normal or emergency conditions. The Caltrans Maintenance Area Superintendent is subject to sunburn, loud noise, dust, chemicals, and is surrounded by heavy equipment, hazardous materials and high-speed traffic.

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.)

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