

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION 903/709/Sutter Sierra Region	
WORKING TITLE Training Officer Superintendent	POSITION NUMBER 903-709-6282	REVISION DATE 09/24/2024

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 direction from the Maintenance Manager I, the incumbent will be responsible for supporting the Maintenance Safety Officer; incumbent must possess knowledge of the Caltrans training process including the Learning Management System (LMS), Integrated Maintenance Management System (IMMS) for proper safety charging practices; investigate accidents and participate on Accident Review Teams, and Levels of Service (LOS). Incumbent will present safety-related training to maintenance personnel. The ability to effectively utilize written and oral communication skills is essential. Must possess a valid 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, 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. (Cultivate Excellence - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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 First - 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. (Cultivate Excellence - Equity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence - Integrity)
- **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. (Safety First - 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. (Safety First - Engagement)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Cultivate Excellence - Equity)
- **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 First - Equity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
30% E	Will provide training to Maintenance employees on Chapter 8 of the Maintenance Manual and other training to District personnel in conjunction with HQ Safety including, but not limited to fall protection, hearing conservation, confined spaces, First Aid, Defensive Driving, CPR/AED (AED Monitoring), etc.

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30%	E	The Incumbent will be responsible to assist the Maintenance Safety Officer; maintaining high levels of communication regarding scheduling and enrollment for Maintenance Employee Safety Orientations. Maintains appropriate Training for Trainers (T4T) certifications. Assist with conducting classes for field employees and staff as T4T when needed. Directs and coordinates CPR/AED/First Aid and Respiratory Protection Programs. Promotes field and office staff participation in the Injury and Illness Prevention Program (IIPP.) the incumbent will work in the Learning Management Systems (LMS); functions for the Maintenance Region, including courses given by the Maintenance Safety Officer, and/or Region Management for All of Sutter-Sierra employees.
30%	E	Maintains regular communications with various Headquarters and District offices regarding status of mandated training requirements for all Sutter-Sierra employees, including Title VI, Workplace Violence Prevention, Sexual Harassment Prevention, and Information Security Trainings. Assists field supervisors by coordinating with HQ Health and Safety, Maintenance Employee Training Academy (META) and Districts throughout the state to schedule needed trainings and ensure training records are recorded properly. Incumbent works closely with the LMS Sessions Administrator/Coordinator; reviewing training records monthly to ensure all Sutter-Sierra employees have met all training requirements eliminating deficiencies; working with the field supervisors, superintendents and Region Management.
10%	M	Performs quarterly field Safety Audits in yards throughout the Region, including but not limited to, BIT books and Facility Inspection Books. Supports staff and Safety Officer as needed during emergencies or natural disasters. Acts as the Region's Subject Matter Expert in system programs, including LMS, IMMS, Staff Central Certification & Licensing to troubleshoot and train office and field staff.

<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**

Incumbent may be asked to cover duties of other Superintendents based on operational need due to vacations, vacancies or other instances. Will occasionally be acting for the Maintenance Manager I.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS****Knowledge:**

Must have a thorough and practical work and technical knowledge of the work performed by maintenance personnel; the Integrated 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 the 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 e-mail systems. Will require written and personal contact with all levels of maintenance management. Incumbent must have an ability to coordinate activities with other functional units, Caltrans Districts, State and Federal agencies.

**Abilities:**

The incumbent must possess knowledge of the Caltrans training process including mandatory and job required training for field and office staff which includes scheduling, enrolling, documenting attendances and input into the Learning Management System (LMS). Knowledge of the various databases is necessary for successful job performance. Databases include Microsoft Access, IMMS, LOS, LMS, etc.

**Analytical:**

The incumbent must have the ability to utilize a variety of analytical techniques to respond to complex maintenance, operational, and safety issues centered in this unit. Incumbent must have the ability to make value judgments in recommending priorities and resources.

Possession of a valid Driver's License.

Ability to supervise and direct the work of subordinates.

Ability to work effectively alone or with others.

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

Must be able to analyze information provided by the Integrated 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.

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### 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 result in lawsuits.

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### PUBLIC AND INTERNAL CONTACTS

Contact by phone, letter, and in person with State employees, other government agencies. Has daily contact with subordinates and co-workers, frequently regarding sensitive issues. Is required to project a professional and businesslike image, and develop and maintain effective working relationships. Incumbent will be called upon to represent the Division of Maintenance with all levels of Caltrans management in the district with regards to worker safety issues. Incumbent will represent the Division in dealing with other state agencies, i.e. CHP, Cal-OSHA, ORIM, etc.

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### 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, i.e. look out 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.

Incumbent must be able to physically perform field reviews of maintenance operations and equipment, including, but not limited to working in close proximity to high-speed traffic. Incumbent will be required to investigate serious and fatal employee accidents and must have the ability to remain composed, unemotional, and focused on the task of reviewing unpleasant accident sites and interviewing emotionally-charged witnesses. Incumbent must possess strong reasoning and investigative skills in order to lead and/or assist in said accident investigations. Public speaking skills are required. Incumbent must be comfortable speaking in front of both small and large audiences.

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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 03 and elsewhere in the State. Emergency response and work at night and weekends will be required as needed.

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employee will be required to travel district wide, work outdoors and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold. May perform work requiring irregular hours, including night shifts, weekends and holidays. Incumbent is on call for and respond to incidents involving Maintenance personnel.

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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.

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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

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