

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Hwy Equip Supt III	OFFICE/BRANCH/SECTION Division of Equipment / Maintenance and Repair/ Shop 4	
WORKING TITLE Field Shop Superintendent	POSITION NUMBER 932-024-6821-925	REVISION DATE 05/15/2023

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 of the Supervising Highway Equipment Superintendent (SHES), the Highway Equipment Superintendent III (HESIII) regularly exercises discretion and independent judgment regarding all shop, office, and materiel management (parts) sections of a large field shop. In this capacity, the HES III represents the Division of Equipment (DOE) in a variety of public and private settings, advocates and ensures communication both internally and externally, and provides coordination of services and products. The Highway Equipment Superintendent III is expected to work closely with District Executive Management including District Directors, and Deputy District Directors to assure each district is provided the right equipment at the right time and place.

The HES III coordinates between Headquarters Equipment, Districts and Programs the acquisition, management, utilization, optimization, repair, improvement, and disposal of fleet equipment and vehicles and maintains shop, field shop and resident mechanic repair facilities in compliance with all federal, state, and local laws, regulations and policies.

Maintains appropriate employee staffing levels, and promotes motivation and staff development. The HES III ensures adequate tooling and facilities are available to accomplish the quality services and equipment provided by the DOE. Ensures a safe and productive work environment.

CORE COMPETENCIES:

As a Hwy Equip Supt III, 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.

- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Cultivate Excellence - 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)
- **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. (Cultivate Excellence - Engagement, Equity, 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. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **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. (Cultivate Excellence - Engagement, Integrity)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
25%	E	Effectively communicates and advises shop staff regarding the implementation of the Department's Safety Program, DOE business practices, and Departmental and DOE guidelines. Includes shop superintendents, supervisors, and materiel managers in planning, organizing, decision making, and goal setting processes by providing opportunities for open communication. Frequently communicates at the District Executive and DOE Headquarters level as well as with vendors to facilitate the flow of information and to resolve disputes.
15%	E	Assesses workload and makes appropriate staffing and business decisions based on available resources and priorities. Monitors productivity and makes adjustments to shop business practices to ensure efficiency. Coordinates with various Caltrans Program Managers to establish priorities and provide workload direction to staff. Makes recommendations on repair or disposal of fleet equipment, and the purchase of new equipment. Coordinates with Program Managers and fleet optimization coordinators to assure fleet assets are managed efficiently and equipment is assigned appropriately so as to optimize the life of the asset(s).
15%	E	Works with the Materiel Manager ensuring compliance with and implementation of Materiel Management procedures. Coordinates and communicates with the Materiel Manager to make sure adequate resources are available to provide parts support and services. Communicates with the Materiel Manager to resolve materiel services issues.
15%	E	Plans for seasonal and other District needs such as: winter preparation, summer mowing and storm water efforts and provides progress reports to District Programs and DOE Headquarters. Reviews and approves minor Local Requests and provides DOE Headquarters appropriate documentation upon completion. Manages local preventative maintenance and other mandated programs. Generates reports and reviews data with staff as required to maintain an effective and productive Shop.
10%	E	Maintains proper distribution and expenditure tracking of allocated Shop dollars and staffing by determining workload priorities and District needs while staying within allocation. Utilizes Fleet Asset Management principles to optimize fleet repair and replacement expenditure allocations. Ensures information entered by all shop personnel into DOE's Fleet Management System, Staff Central, and other data collection systems is complete, timely and accurate.
10%	E	Receives and responds to a variety of daily communications from District, DOE Headquarters, and Shop Personnel to ensure appropriate services are provided to the District. Frequently participates in DOE and District meetings and is an integral part of the decision making processes to resolve equipment related issues. Travels throughout the District to inspect equipment and provide opportunities for communication from various equipment users and DOE employees.
5%	E	Assigns work area responsibilities and provides instruction in personnel issues. Provides accurate written and verbal correspondence in regard to employee hiring, development, evaluations, and maintaining discipline. Takes or recommends appropriate personnel management actions.
5%	M	Participates as an active member of various DOE and District work groups, committees, and teams to promote collaboration between programs and provide opportunities for communication and innovation.

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

Directly supervises Exempt / Excluded Equipment staff and administrative support staff.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of various types, models, capacity, operative characteristics, principles, and practices employed in the construction, operation, maintenance, use, and repair of motorized vehicles, heavy construction and maintenance equipment; approved methods, tools and equipment used for the repair and fabrication of such equipment employed in the maintenance and construction of highways and appurtenant structures; various safety regulations governing Shop operations; training and development practices; and methods of keeping records of equipment and perpetual inventory.

Ability to read and write English at a level required for successful job performance, understands and effectively carries out State and departmental Equal Employment Opportunities Policies; analyzes situations accurately and takes effective action; speaks and writes effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Shop Superintendent has responsibility for his/her own acts. Errors in judgment could result in inappropriate purchases; week or poor support to the Districts efforts, damaged equipment, safety hazards, reduced and untrained staff and ballooning costs.

This position has been designated as safety sensitive in accordance with Department of Personnel Administration Rules 599.960 and 599.961. Use of alcohol and/or drugs that impede the employee's ability to perform his or her duties safely and effectively could clearly endanger the health and safety of others, resulting in injury and or death.

PUBLIC AND INTERNAL CONTACTS

The Shop Superintendent conducts business with manufactures representatives, vendor representatives, other State Departments, Headquarters and District representatives such as District Directors and their Division Chiefs, Maintenance Superintendents, Equipment Managers, and Shop Analyst's office to resolve budget issues. Occasional contacts with the public and other public agencies relating to equipment operation or administration.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must have the ability to develop and maintain friendly and cooperative working relationships with those contacted in the course of work, communicate effectively, and respond appropriately to difficult situations. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames. May have to walk on uneven surfaces. Possession of a valid driver's license is required when operating a state owned or leased vehicle

WORK ENVIRONMENT

Employees will work in a climate-controlled office under artificial lighting, as well as travel to field locations at varying times of the day or night and in inclement weather as required.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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
