

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION Division of Maintenance-East Bay/Delta Region	
WORKING TITLE Caltrans Maintenance Area Superintendent	POSITION NUMBER 904-640-6282-xxx	REVISION DATE 10/21/2024

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:

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.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety First, Cultivate Excellence - Engagement, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Strengthen Stewardship and Drive Efficiency - Integrity)
- **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 First, Cultivate Excellence - Engagement, Equity, Integrity)
- **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, Cultivate Excellence - Equity, Integrity)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Safety First, Cultivate Excellence - Innovation)
- **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, Advance Equity and Livability in all Communities - 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)
- **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 - Integrity)
- **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, Integrity)

TYPICAL DUTIES:

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

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45%	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. Regularly monitors and reviews Services Requests and Work Orders in IMMS to ensure the proper charging of, including but not limited to, labor, activities, materials, and adequate comments. Monitors and reviews Maintenance Service Requests and Claims to ensure that they are responded to and resolved in a timely manner.
30%	E	Develops an annual maintenance plan and manpower needs assessment for an assigned area to provide the Region Manager I or II with information for budget development by: working with Supervisors to inspect the area to determine needed work 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. Working with Supervisors to ensure that they provide training and work direction to employees; approving leave requests and time sheets in a timely manner; addressing staff problems and determining disciplinary action; conducting performance appraisals and completing performance documents. Monitors and reviews Day Labor work ensuring they are completed in a timely manner.
10%	E	Ensures that the Supervisors; analyze training courses offered and identify need for classes based on mandated courses and target audiences and that they schedule employees for all mandated training classes as required, maintain training records for their employees, and document training in IMMS and Staff Central. Provide training history documentation to Supervisors for training records compliance.
5%	E	Develops, administers and oversee Service Contracts, Minor B and other contracts within his/her area of responsibility or as directed by the Region Manager I or II. Monitors Service Contracts for contractors compliance with contract provisions and encumbrance/expenditure status. Oversee the proper invoicing, receiving of services and recording of expenditures.
5%	M	Reviews and monitors the Regions Warehouse Inventory, purchases, contracts, shipping and receiving for an efficient operation, establish proper safety levels and compliance with necessary purchasing and ordering documents.
5%	M	Other Duties as required within the classification.

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 of four or more Caltrans Supervisors and their area of 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 applicable Federal, State, Local, Departmental and Regional, Directives, Policies and Procedures, laws 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.
- 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.

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- Ability to work at heights greater than 7 feet and confined spaces.
- 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

The Caltrans Maintenance Area Superintendent enforces and follows all applicable Federal, State, Local, Departmental and Regional, Directives, Policies and Procedures, laws and regulations. Poor or inadequate decisions can result in personnel grievances, torts, audits, deaths, personnel injuries, substandard work quality, unnecessary expenditures, inefficient and unnecessary use of resources, unsafe conditions and adverse action.

PUBLIC AND INTERNAL CONTACTS

This position has daily contact with Management Staff, office staff, with internal and external partners, local government, law enforcement and the traveling public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Caltrans Maintenance Area Superintendent will be required to wear all PPE's (Personal Protective Equipment) as required by the Caltrans Safety Manual IIPP (Injury Illness Prevention Program). May 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 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, may be exposed to sunburn, loud noise, dust, chemicals, hazardous materials, high-speed traffic, heights greater than 7 feet, and confined spaces.

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

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