

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Maintenance Supervisor	OFFICE/BRANCH/SECTION 08-612 CAJON MAINTENANCE (EFIS # 2347)	
WORKING TITLE CALTRANS MAINTENANCE SUPERVISOR	POSITION NUMBER 908-610-6301-XXX	REVISION DATE

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 direction of a Caltrans Maintenance Area Superintendent, the Caltrans Maintenance Supervisor is responsible for the activities of a crew engaged in highway maintenance. This position is located in a metropolitan area with high volume multi-lane freeways or mountain areas. The incumbent may be required to work overtime and to respond to emergency situations and must possess a valid Class "C" Driver's License. The incumbent must have ability to plan, organize, and direct the work of others; operate and care for maintenance equipment; prepare preliminary budget estimates and reports; and interpret simple blueprints and sketches; keep records of employee time and materials and equipment used; detect unsafe conditions and practices; and plan, organize, conduct, and evaluate safety training programs.

**CORE COMPETENCIES:**

As a CT Maintenance Supervisor, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50%	E	Plans, schedules, assigns, and monitors various maintenance activities and evaluates the performance of the crew, equipment and materials. Uses the Integrated Maintenance Management System to track personnel, equipment, materials, and physical inventory. Ensures the crew is trained and strictly adheres to the safety policies and procedures contained in Chapter 8 of the Maintenance Manual Volume 1, and complies with supervisor's responsibilities set forth in the Caltrans Injury and Illness Prevention Program.
30%	E	Trains personnel in all phases of Maintenance work and completes progress reports. Maintains discipline and ensures an environment free of sexual harassment and workplace violence.
10%	E	Works with Resident Engineers overseeing contract projects within the section, ensuring Maintenance's concerns are considered during construction. Participates in planning major maintenance needs for the section. Monitors illegal encroachment within the right-of-way.
10%	M	Responds to emergencies that concern the state highway system such as traffic accidents and restrictions, storm damage and other natural occurrences and potential hazardous substance spills. Emergency response may be required outside normal work hours.

<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**

First line supervisor for a crew of at least five employees.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Required to have knowledge of the materials, methods, and equipment used in the construction and maintenance of highways and highway structures; characteristics of the equipment and tools used and their operation and maintenance; and provisions of the California Vehicle Code as they apply to the stated duties. The incumbent must also have knowledge of rules and regulations pertaining to highway and structure maintenance practices, and rules and regulations pertaining to inspection of encroachments; knowledge of traffic control procedures in Chapter 8 of the Maintenance Manual; accident prevention techniques; safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program; and basic safe work practices; principles of effective supervision; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Must have ability to plan, organize, and direct the work of others; operate and care for maintenance equipment; prepare preliminary budget estimates and reports; and interpret simple blueprints and sketches; the ability to keep records of employee time and materials and equipment used; detect unsafe conditions and practices; and plan, organize, conduct, and evaluate safety training programs; must have the ability to develop and maintain cooperative working relationships, and deal tactfully with the public; and must be able to accurately analyze situations and adopt an effective course of action.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Without detailed supervision, the incumbent is responsible for planning and scheduling the work to be performed, and equipment and materials to be used within an assigned area, exercising judgment and making decisions relative to safety of employees and the public. Error in judgment could result in needed work being overlooked or resources committed to less important projects. Poor decisions or actions could have broad implications involving employee morale, safety of employees and the traveling public, and monetary loss.

**PUBLIC AND INTERNAL CONTACTS**

Has continuous contact with crew members and extensive contact with regional office staff. Has contact with various others in the district office and equipment shop. Interacts with officials from local public agencies. Will have frequent contact with the public for a variety of reasons, including answering complaints, inquiries, handling restricted traffic situations and encroachment permits.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Fine manipulation, sitting, standing, walking and walking on uneven ground will be required. The incumbent will be required to handle sensitive or emotionally charged issues. May be called upon at any time of the day or night to handle emergency

**ADA Notice**

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situations.

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### WORK ENVIRONMENT

This position is based in an office at a maintenance station with artificial lighting. Will use a personal computer with keyboard, mouse, and monitor, but will spend time in the field driving throughout the section and on foot. The supervisor's section includes mostly metropolitan areas with high-density freeways or mountain areas, hot and mostly dry summers with temperatures in excess of 100 degrees, to cold, wet and windy winters with heavy rain and snow with temperatures below freezing.

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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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