

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION DISTRICT 7 / MAINTENANCE SUPPORT
WORKING TITLE CALTRANS MAINTENANCE AREA SUPERINTENDENT	POSITION NUMBER 907-601-6282-918
	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 Manager I or II, the Caltrans Maintenance Area Superintendent provides general supervision over the operations of the Maintenance Support Dispatch, Claims and Customer Service Requests (CSR) divisions and their activities within their assigned departments, which may include four to six supervisors and their staff. The incumbent is responsible for the review and proper training, safety, upward mobility, and administrative transactions of assigned employees. The ability to effectively utilize written and oral communication skills is essential. Possession of a valid Class "C" Driver's License is required. Workweek is Monday through Friday, 0730 to 1600 hrs 5/40 work schedule. The incumbent may be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied shifts and required to respond to emergency situations and calls. This position is District 7 Satellite Communication trailer (SatCom) assistant Team Leader.

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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **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, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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. (Safety First, Cultivate Excellence - Engagement, Equity, Innovation, Integrity)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety First, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)

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TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Assigns work, gives direction to subordinate division supervisors, and manages the allocation of maintenance support resources within their area of responsibility. Works with the Maintenance Managers to develop long-term goals using a combination maintenance strategies and training. Efficiently utilizes and balances priorities among all available resources including regular staff, intermittent staff, overtime, operating expenses, and other Caltrans personnel. Selects, trains and evaluates the performance of subordinates; takes or recommends personnel actions as appropriate, and provides safety training to staff under his/her area.
25%	E	Prepares verbal and written reports to the Maintenance Manager I on the progress or status of the programs in his/her area and responds to requests for information from headquarters, other Branches and other Agencies. Works cooperatively with other agencies (e.g. California Conservation Corps, California Department of Forestry, California Highway Patrol, County/City branches, etc) that may, through various types of programs and/or agreements, provide assistance to the State in the attainment of its highway maintenance program. Makes public appearances on behalf of the Department and responds, often in writing, to public and private inquires. Recognizes and takes positive action to ensure the highest possible departmental image is maintained. Provides response and timely service to the needs of the Department's customers.
10%	E	District 7 Satellite Communication assistant Team Leader. Coordinates team members for deployment upon activation from either Headquarters or District level. Conducts monthly testing and training of team members on the status and function of the Satellite Communication 7 unit. This position will be subject to after hour calls 24/7 to deploy through out the state.
10%	E	Coordinates Clerical work processed by the maintenance support staff (Dispatcher Supervisors, Customer Service Coordinators and Claims Supervisor).
10%	M	In the absence of the Manager II, or when assigned, represent the Region at meetings, functions, public contacts etc.

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

Direct supervision of Caltrans Maintenance Supervisors. May at time be placed in charge of a regions crew as acting Regional Manager II. Shall directly supervise private contractors for Caltrans service or emergency contracts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of materials, methods, tools and equipment used in highway maintenance and snow removal operations; accident and fire prevention techniques, the Maintenance Management System (MMS) and the Integrated Maintenance Management System (IMMS); 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; the Department's labor relations; a supervisor's role in safety, health, and labor relations available to meet these program objectives; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and maintaining a work environment that is free of discrimination and harassment.

Must have the ability to supervise and direct the work of subordinates; work effectively alone or with others; analyze situations accurately and adopt an effective course of action; analyze information provided by MMS and IMMS; makes cost estimates and reports; analyze reports, rules and regulations, and apply a budgeting plan, cost control, equipment and personnel needs and work scheduling. Must be able to read, interpret, and work from plans, drawings and specifications; provisions of the California Vehicle Code, Maintenance Manual, Illness and Injury Prevention Program and Safety Manual.

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 a working competency in word processing, spreadsheets, and email systems. Must have knowledge of basic mathematics to prepare requisitions and manage allocation resources for their area of responsibility.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for making decisions involving the day to day operations of Highway/Landscape maintenance. Improper/poor decisions could result in public and employee safety hazards including injury or loss of life. Poor judgment may cause delays in maintenance projects, and added expense or liability to the State and Department.

PUBLIC AND INTERNAL CONTACTS

Incumbent is required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. He/She is expected to maintain a favorable public image for the State. These contacts will be verbal or written as needed to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The majority of this positions is of an analytical nature. The incumbent must be able to use established methods to analyze existing work standards and develop new standards as needed. Analyze the use of employees, equipment and materials for specific work maintenance operations, to review costs and formulate unit cost information. Analyze field data and properly prepare reports for use by upper management. Much of this position is mentally intensive. The incumbent must be able to interact well with employees and individuals from many different cultural backgrounds. May need to deal with emotionally charged individuals especially in complex, confidential and sensitive situations.

WORK ENVIRONMENT

This position requires extensive travel throughout the assigned area, attending various job sites and attending various meetings/training classes. The incumbent may be exposed to computers, various lighting conditions, stand or sit for prolonged periods. Must be able to work at a keyboard and focus on complex tasks for long periods of time. Must be able to organize and prioritize large volumes of work documents. Overtime may be required, and vacations may be restricted during peak times and fiscal year-end closing. Travel throughout the district may be required. Assignments in the field may be required where exposure to high speed traffic may occur. Must use all required personal safety equipment, follow all policies, procedures and safe working practices.

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