

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Maintenance Manager I	OFFICE/BRANCH/SECTION 08-890 METRO REGION OFFICE (EFIS # 4280)	
WORKING TITLE CALTRANS MAINTENANCE MANAGER I	POSITION NUMBER 908-890-6280-XXX	REVISION DATE 11/08/2024

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 the direction of a Caltrans Maintenance Manager II, acting as Region Manager, the Caltrans Maintenance Manager I, is responsible for assisting the Region Manager in implementing, evaluating and sustaining major programs and maintenance policies for the Metro Maintenance Region. The incumbent must possess and maintain a valid Class "C" Driver License. Sets work priorities; provides staffing, training, resources; performs direct supervision; performs field reviews; coordinates activities.

**CORE COMPETENCIES:**

As a CT Maintenance Manager I, 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)
- **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, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, 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. (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)
- **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, 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)
- **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, 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)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (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)
- **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, 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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**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
30%	E	Will assist the Region Manager in field operations for the Metro Maintenance Region. Sets work priorities; provides staffing, training and resources. Conducts safety reviews; oversees uniform maintenance practices and levels of service; reviews difficult maintenance or minor construction operation problems; investigates and sets priorities for major maintenance operations to meet the program goals in reducing the number of deficient lane miles identified in the pavement evaluation survey.
20%	E	Performs direct supervision and management for the Maintenance Region Office, Region Contract Manager and other technical support. Provides training on technical subjects to superintendents and supervisors.
20%	E	Performs field reviews of state highways for deficiencies that require rehabilitation or reconstruction; reviews minor projects such as drainage repairs and structural section repairs. Acts as a field maintenance leader on storm review teams after major storm damage. Reviews plans and specifications of proposed construction projects with regard to maintenance requirements and makes recommendations. Acts as a program manager for the annual paving program work done by state forces.
20%	E	Coordinates activities with other divisions, headquarters program, other departments and local agencies. Reviews and directs budget preparation consistent with District priorities, and assures Region compliance with Integrated Maintenance Management System (IMMS), and TOPPS procedures. Monitors resources in accordance with budget allocations. Handles highly sensitive public and outside agency complaints.
10%	M	Utilizes information provided by the IMMS, Levels of Service review and pavement survey to assist the Region Manager with overall planning and monitoring of workload levels, directing equipment and material utilization. Provides a high level of technical and management expertise for Maintenance operations.

<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**

The incumbent supervises the Region Contract Manager, and the Superintendents over Metro Region Crews. Acts for the Region Manager in his absence for a Region that contains approximately 200 employees.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have knowledge of the materials, methods and equipment used in the construction and maintenance of highways, highway structures and landscape maintenance; 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. Knowledge of rules and regulations pertaining to highway, structure and landscape maintenance practices, and rules and regulations pertaining to inspection of encroachments. Must know safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program, and basic safe work practices. Knowledge of the 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 are required.

The incumbent must have the ability to plan, organize and direct the work of others; detect unsafe conditions and practices and plan, organize, conduct and evaluate safety training programs; and articulate program policies and goals. Must have the ability to develop and maintain cooperative working relationships, deal tactfully with the public; and manage and resolve complicated and/or sensitive issues. Must be able to accurately analyze situations and adopt an effective course of action. This position is responsible for a variety of line functions that rely significantly on consistent and reliable analysis of many topics.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent has the responsibility to provide management guidance and direction, personally and through staff to all field units. 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**

The incumbent has substantial public contact and a special ability to communicate and maintain a positive departmental image is required. There is considerable contact with external agencies. Contacts will include city and county governmental officials, regulatory agencies such as Department of Fish and Game, Air and Water Quality Control Boards, County Agricultural Commissioners, local fire and law enforcement departments and the Army Corps of Engineers among others. Will have significant and critical contact with governing council members and legislators at the city, county and state level. Contacts will be

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made daily with contractors, vendors, HQ personnel, intra-District and inter-District personnel as well as maintenance management staff and field staff. All contacts must be handled professionally and courtesy and sensitivity to the Departments image and mission.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to stand or sit for extended periods of time as well as walk, walk and/or on uneven ground and perform fine manipulation. Will be required to respond to emergencies at any time of the day or night and handle sensitive and emotionally charged issues tactfully.

### WORK ENVIRONMENT

This position is based in a region office with artificial lighting and climate control. Will use a personal computer with keyboard, mouse and monitor. Will spend time in the field on foot and driving throughout the region. The region includes metropolitan, rural, desert and mountain areas with high-volume multi-lane freeways, urban, suburban, rural and isolated secondary routes. Weather conditions vary widely from hot and mostly dry summers to cold and wet winters. In the summer temperatures exceed 100 degrees on a consistent basis and there are occasional heavy thunderstorms. In the winter temperatures may fall well below freezing and heavy rain and snow is to be expected. Must be willing and able to work in inclement weather and at extreme temperatures. Will be expected to travel to Sacramento and throughout the state for various conferences, seminars, training and meetings as required to accomplish the Departments mission and goals and to further the Programs policies.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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.

EMPLOYEE (Print)

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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