

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION 04/Maintenance/Specialty Region	
WORKING TITLE Caltrans Maintenance Area Superintendent - Signs	POSITION NUMBER 904-760-6282-xxx	REVISION DATE 10/29/2024

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of a Caltrans Maintenance Manager I, the Caltrans Maintenance Area Superintendent (CMAS) is in charge of and directs the work of 4 sign crews. Position is responsible for the installation, removal and maintenance of all signs on state highways within the 9 county district. Incumbent is responsible for the staffing and development of crews, monitoring overtime and expenses for his respective crews. Incumbent is responsible for region's performance on the dashboard tracking their crews' performance and meeting district objectives.

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. (Cultivate Excellence - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - Equity)
- **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 - Integrity)
- **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. (Advance Equity and Livability in all Communities - Integrity)
- **Motivational Support:** Skilled at enhancing others commitment to their work. Recognizing and regarding people for their achievements. (Cultivate Excellence - Engagement)
- **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 - Integrity)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence - 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 - Engagement)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence - Integrity)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Directs and coordinates activities of the Sign Crew Supervisors and crews responsible for the installation and maintenance of signs on state owned facilities district-wide.
30%	E	Establishes, reviews, coordinates and schedules work for sign crews. Makes oral and written reports on the performance on their crews. Coordinate with various CT departments such as Structures, Operations, Maintenance Engineering and District Communications Center to ensure that state highways are safe, visible and contribute to safe, efficient and effective traffic mobility.

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20%	E	Selects, trains and evaluates the performance of personnel, makes estimates and reports on proposed work; orders materials and supplies. Also prepares reports of work progress and prepares or supervises preparation of reports covering labor, equipment and materials used, reviews and ensures that accident forms for damage are correct and uniformly submitted, reviews and inspects procedures and techniques to ensure that equipment and other State property are properly protected and maintained, and reviews crews for timely completion and submittal of tailgate and accident/injury forms to safety.
10%	M	Reviews and monitors compliance of Storm Water Program and various Deputy Directives, monitor, assess and implement employees' various training needs. Promotes and enforces safety rules, maintains discipline and create a positive work environment.

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

Supervises and directs Supervisors in the performance of various staff assignments. The incumbent plans, assigns, and gives technical support to them as necessary, to accomplish a timely and smooth flow of work commitments and assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the Departments' vision, goals and priorities as outlined in the Caltrans Strategic Plan, managing for results.

Knowledge of the Maintenance Program and resources available.

Knowledge of Department and District manuals, policies, and procedures relating to maintenance activities.

Ability to communicate Strategic Plan (and program business plan) to staff and review performance.

Ability to act as a consultant and expert on administrative issues dealing with environmental requirements, contracts and other related issues.

Must have a good understanding of the department and district mandates, policies, and instructions pertaining to those administrative procedures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes routine decisions pertinent to his/her phase of responsibility; error in judgment could have very serious fiscal and liability consequences.

PUBLIC AND INTERNAL CONTACTS

Public contacts will be by telephone, letter, email, and in person; from citizens, other agencies, representatives of City and County Police and Maintenance departments. Internal contacts will be by telephones, letter, email, and in person, from Maintenance, Administration, Traffic, Construction, and Accounting personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent must be physically capable of utilizing writing instruments and be computer literate. Incumbent may be required to bend, stoop, twist, power grab, use fine manipulation, stand, sit, squat, lift, and pull during performance of their duties. Incumbent must have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding and working on other structures associated with state facilities. Incumbent should have visual and color acuity adequate for performing the essential functions of the job.

Mental: Incumbent must be capable of understanding and performing the essential functions of the job in and reasonable and prudent manner, using logic and deductive skill to provide and end product that is safe and usable.

Emotional: Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers, and the general public during the performance of their duties.

WORK ENVIRONMENT

While at their base of operation or at meetings with other entities, incumbent will work inside climate controlled buildings, but some operations will take place alongside, over or under state highways and right of way. Incumbent will be exposed to noise, inclement weather, dirt, odors, uneven surfaces, high-speed traffic conditions and moving construction equipment. Incumbent must be willing to work odd hours, nights, and weekends if called upon.

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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.

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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