

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Maintenance Manager I	OFFICE/BRANCH/SECTION 08-603 MAINTENANCE SUPPORT UNIT B (EFIS # 2340)	
WORKING TITLE CT MAINTENANCE MANAGER I	POSITION NUMBER 908-603-6280-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 Caltrans Maintenance Manager II, the Caltrans Maintenance Manager I is responsible for overseeing the activities of the Maintenance Support Program Unit B. Acts as the focal point and is responsible for the successful operation and delivery of the following maintenance programs: Hazardous Materials, Telecommunications & Radio, Safety Officer, Adopt-A-Highway, Mazeep and District Redistribution Warehouse. The incumbent may expect to travel at least occasionally in the course of overseeing the Program's successful functioning, as well as for training or meetings; both locally and statewide. The normal workweek is Monday – Friday, but this position will have critical responsibilities in the Emergency Operations Center during periods of activation and will be required to work overtime. Possession of a valid Class "C" Driver's License is required.

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)

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- **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)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	The incumbent provides direction and oversees the following activities: Hazardous Material Spills and Waste Program – Manage the business plans, site investigations, aboveground storage tanks, and is contract administrator for the disposal of hazardous materials. Act as focal point and is responsible for the successful operation and delivery of Telecommunication & Radio program; Adopt-A-Highway and Mazeep. Maintenance Safety Program – Monitors existing safety program compliance by checking documentation and record keeping, including Tailgate Safety Meetings, Code of Safe Operating Practices meetings, and field and facility inspections; works with Training Coordinator in design, implement and administer a Safety Training Program. Maintenance Warehouse - District-wide program consisting of the District 8 Maintenance Warehouse, size 3500 square feet; volume/variety of items stored: 800+ items. Monetary amounts in inventory totals approximately \$2 Million.
40%	E	Interacts with Maintenance Program Management, within the district and at headquarters; Resource Management in the district and various other entities within state service as needed; as well as various other local government agencies, to maintain proper interaction of activities and insure timely delivery of services within the scope of duties.
10%	E	During man made or natural disasters, or whenever it's in operation, the incumbent will backup the Maintenance Support Unit A Manager I who has a leading role in the Maintenance Emergency Operations Center (EOC) and may be the deputy's representative and division's liaison to the Incident Commander and Maintenance Program in Sacramento.
10%	E	Assist with other duties as deemed necessary.

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

First-line supervisor for 4 Caltrans Maintenance Area Superintendents, a Warehouse Manager I, 1 Caltrans Maintenance Supervisor and 1 Associate Governmental Program Analyst.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires knowledge of the materials, methods, and equipment used in the maintenance and construction of highways, highway structures and landscape; operation of a maintenance territory; characteristics of heavy construction and maintenance equipment; rules and regulations pertaining to maintenance operations; employee health, safety and labor relations programs and the process to meet their objectives; computerized management systems; principles of effective personnel management and supervision; project management techniques; a supervisor's role in affirmative action and equal employment opportunity; and must possess a thorough knowledge of statewide maintenance functions and the missions, goals, organization and procedures of the Department of Transportation. Must have the ability to plan, organize and direct the work of others; analyze situations accurately and develop an effective course of action on very short notice, and possibly under adverse conditions; relate to and work with interdisciplinary groups and large segments of the public while using sound techniques for handling sensitive issues; make effective presentations and prepare written and oral reports that communicate issues effectively and tactfully; coordinate activities with other Headquarters and District divisions and offices, with city and county officials, and with the general public. The incumbent must have the ability to read and write English at a post high school level; be able to articulate program policies and goals to management, staff, and the public; and will be required to advise management of program status, issues and needs; and must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and display empathy to others.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Oversees a complex and varied program, including millions of dollars of property; errors in judgment, analysis, actions, conduct, directions and decisions could result in inefficient use of resources, employee injuries and death, injuries and death to members of the general public, loss of individual and departmental credibility, financial liability, poor employee morale.

PUBLIC AND INTERNAL CONTACTS

Public contact by this position is substantial and requires a special ability to communicate and maintain a positive departmental image; must be articulate, knowledgeable about the program and possess negotiation skills. Represents the Department with Local, State and Federal agencies, Caltrans Districts and Divisions at all levels, and high level governmental officials and legislators. There is considerable contact with external agencies, including city and county governmental officials, regulatory agencies such as Fish and Wildlife, Water Quality Control Boards, local and State Fire Departments, Army Corps of Engineers, as well as members of the general public who call or write in with their concerns. Contacts will be made daily with the public, vendors, contractors, Headquarters personnel, other district staff, field staff and maintenance management staff. Sensitive issues must be handled tactfully yet expeditiously. The public's image of the Department often balances on the conduct of this individual.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Required to use personal computers and telephones for long periods of time. Other physical activities will include accessing files, manuals and other resources at various Caltrans and external offices. Required to sustain the level of focus needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings, and be able to focus beyond the distractions of traffic, weather, disaster, and the stress of short time-frame delivery of work.

WORK ENVIRONMENT

At the base of operation, the incumbent will work in a climate-controlled office under artificial lighting, but will be required to traverse office complexes, parking lots, equipment repair shops, highways, sidewalks, roadside cut and fill slopes and drainage facilities; will be required to travel and work outdoors and may be exposed to smoke, dirt, chemicals, noise, uneven surfaces, extreme heat, extreme wet conditions and extreme cold. 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

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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