

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION 03/709 Sutter/Sierra Region	
WORKING TITLE Special Crews Superintendent	POSITION NUMBER 903-709-6282	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:**

Working under the direction of the Caltrans Maintenance Manager I, the incumbent provides general supervision over operations of all maintenance crews and activities within the assigned area of responsibility. Supervises five CT Supervisors in the Special Crews area. The crews work throughout District 3 as well as support operations statewide.

**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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety First - Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - 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. (Safety First - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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 - Pride)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Cultivate Excellence - Innovation)
- **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. ( Advance Equity and Livability in all Communities - Equity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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45%	E	Assigns work, gives direction to, and maintains discipline among subordinate crew supervisors, develops estimates for regular and special maintenance and minor improvement work, which includes extracting and evaluating data from reports, such as Major Maintenance Projects. Responsible for the allocation of maintenance resources within area of responsibility in order to adequately respond to needs as they arise and assure that levels of service are maintained. Shall spot check the inventory review for accuracy and provide any needed support during inventory reviews. Generally responsible for assuring the accuracy of all data that is input into the Maintenance Management System for their area. Efficiently utilize and balances priorities among all available resources including regular staff, intermittent staff, overtime, service contracts, construction projects, operating expenses, rented and departmental equipment, and other Caltrans staff.
20%	E	Makes verbal and written reports to the Maintenance Manager I or Region Manager on the progress of or status of programs in his/her area and responds to requests for information from headquarters, other Branches and other Agencies; makes public contacts regarding highways in his/her area. Works cooperatively with other agencies (e.g. California Conservation Corps, California Department of Forestry, various county Sheriffs' departments, CHP, 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 inquiries. Recognizes and takes positive action to ensure the highest possible departmental image is maintained. Is responsive to the needs of the Department's customers.
15%	E	Snow Removal is a high priority item during the winter season. Incumbent will be expected to be on the job during any significant winter storm event. Incumbent will take an active part in determining size of crews needed, equipment placement and use, and hours worked. Irregular shifts during the winter present problems with control, supervision and discipline. Incumbent will be expected to maintain control and discipline through their supervisors and at the same time promote a high state of morale among the workers. Incumbent may be asked to support winter operations on I-80. They are expected to know the proper methods of snow removal ice control and ascertain these methods are followed. They will take an active part in coordinating when chain controls are in effect and at what level.
5%	M	Prepares or supervises the preparation of the work involved in requisitioning materials and supplies. Prepares or supervises the preparation of reports covering labor, equipment, and materials used, including storm damage.
5%	M	Slide Removal and Storm Damage Repair is also a high priority and a very sensitive part of the job. Incumbent, working with their supervisors and Maintenance Manager, will be expected to make timely and proper decisions regarding need for road closures, methods of dealing with the problem, and above all else, how to safely get the road open to traffic as soon as possible.
5%	M	Major Incidents occurring within the area will also require the presence of the incumbent. Their good judgment as well as direction by the Maintenance Manager will determine when their presence is required.
5%	M	Submits recommendations for equipment, telecommunications and maintenance budgets for their area; assigns equipment, evaluates its operating efficiency and has overall responsibility for its proper use and care, which includes reviewing equipment management information such as pre-operational forms and Biennial Inspection of Terminals (BIT).

<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**

This is a supervisory position. Incumbent will be first line supervisor to five Caltrans Maintenance Supervisors who in turn supervise crews of varying sizes totaling 40 or more employees. Manages and directs various service contracts and special programs. Will occasionally be acting for the Maintenance Manager I.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of materials, methods, tools, and equipment used in highway maintenance; the Maintenance Management System, 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. 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 working competency in word processing, spreadsheet, and e-mail systems.

Possession of a valid Class C California Driver License.

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Ability to supervise and direct the work of subordinates.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

Must be able to analyze information provided by the Maintenance Management System; make cost estimates and reports; analyze reports, rules and regulations, and apply to planning, budgeting, cost control, equipment and personnel needs, and work scheduling.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may endanger State workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to State equipment, property and facilities. Failure to make timely and proper decisions could endanger human lives and property, and result in lawsuits.

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### PUBLIC AND INTERNAL CONTACTS

Contact by phone, letter, and in person with State employees, other government agencies, and private citizens, concerning accidents, and other emergency situations, status of work, complaints, and procurement. Has daily contact with subordinates and co-workers, frequently regarding sensitive issues. Is required to project a professional and businesslike image, and develop and maintain effective working relationships.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Some of this position may occasionally be labor intensive. Incumbent must have physical ability to react quickly to errant motorist. Must be able to work long hours under sometime severe conditions.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

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### WORK ENVIRONMENT

This position requires extensive travel throughout the assigned area, in addition to occasional travel to other parts of District 03 and elsewhere in the State. Emergency response and work at night and weekends will be required as needed.

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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.)

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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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