

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION District 11 / Maintenance /Maintenance Field Support	
WORKING TITLE Caltrans Maintenance Area Superintendent (Specialist)	POSITION NUMBER 911-602-6282-918	REVISION DATE 11/20/2024

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 the Branch Chief of Maintenance Field Support, a Caltrans Maintenance Manager I (MMI), the Caltrans Maintenance Area Superintendent (CMAS) Specialist is responsible for the instruction and training of Caltrans Maintenance employees (entry-level through Maintenance Manager II). The incumbent develops and delivers training courses and materials, researches course content, identifies training needs and methods, and evaluates the performance of students. May assist the MMI with planning, organizing, and completing various work assignments and reports. Acts as Lead Instructor during training sessions at various locations. Possession of a valid Class A Commercial Driver's License (CDL) is required.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence - Innovation)
- **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 - Engagement, Equity)
- **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. (Cultivate Excellence, Advance Equity and Livability in all Communities - Equity, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **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, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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40%	E	Delivers virtual, hybrid, and in-person instruction and presentations to Caltrans employees on the responsibilities of safe and proper inspection, operation, servicing of, and minor repairs to motorized equipment used in highway maintenance and construction; Defensive Driver Training for field Maintenance; Heat Illness Prevention Training; Confined Space Training; Fall Protection; Valley Fever Prevention Training; Protection of Workers and Temporary Traffic Control Training; First Aid and CPR; Respiratory Protection; Maintenance Employee Safety Orientation and other training as required by Departmental Policy, Legal Mandate, and Division operational needs. Works with Maintenance, District, and Department Training Coordinators to manage staff training compliance. Must obtain and maintain all trainer certifications necessary for instruction.
20%	E	Manages the District's efforts in collaboration with the Maintenance Equipment Training Academy (META) to train Maintenance Workers including Caltrans Equipment Operators, Trainers, and Qualifiers. Ensures training compliance to better promote safe, efficient operation of Departmental equipment, reduce repair costs, and extend the useful life of the equipment. Manages the District's compliance with the Equipment Qualification Program to train and evaluate employees prior to independent operation of specialized equipment. Facilitates META courses for Equipment Trainers and Qualifiers and other META-taught courses by coordinating between META Staff, District Staff, and utilizing the Learning Management System (LMS). Works with the Maintenance Safety Officer and the District Equipment Manager to monitor and manage District staff Equipment Qualifications.
20%	E	Performs hands-on equipment demonstrations, and field operations, and completes performance evaluations of employees, to maintain proficient operating skills and to demonstrate desirable techniques when operating motorized equipment used in highway maintenance and construction.
15%	E	Researches and reviews various training subjects; interprets rules and regulations to ensure existing courses, materials, and the development of courses as directed by the Branch Chief of Maintenance Field Support are up to date and in compliance. Assists the Branch Chief with planning, organizing, and executing work and completing reports as necessary. Prepares Maintenance Support and Maintenance training records for periodic and ad hoc reports to support Maintenance operations, documents training, and responds to Departmental inquiries.
5%	M	Services, fuels, and inspects equipment as needed for class instruction. May act as Branch Chief or in other Maintenance Support role for brief intervals.

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

No direct supervision. Acts as Lead Instructor.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, and equipment used in the maintenance and operation of highways. Possession of a valid, Class A Commercial Driver License C(DL) is required to enable the incumbent to provide equipment training. Possession of a valid and unrestricted Class A CDL with P (Passenger/Bus), H (Hazardous Materials), and N (Tank Vehicle) endorsements is desirable. Must have general knowledge of various types of maintenance equipment and the ability to operate, service, and make minor adjustments and repairs to the equipment. Must have knowledge of safety procedures pertinent to work duties including but not limited to work area protection, equipment operation, and proper personal safe work habits; knowledge of the California Vehicle Code as it applies to the loading and operation of motor vehicles, knowledge of Caltrans policies for equipment maintenance, servicing of equipment and proper documentation thereof. Must be proficient with Microsoft Office Suite i.e.; Word, Excel, PowerPoint, Teams, and Outlook; proficient with conducting virtual meetings using platforms such as Microsoft Teams and WebEx. Must have the skill to analyze various situations accurately and promptly, as well as develop sound alternatives when necessary; plan, organize, conduct, and evaluate training programs; gather and analyze data to develop and update training courses; prepare correspondence and clear and comprehensive reports; and communicate effectively both orally and in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate instruction or incorrect judgment may result in safety hazards, injury, death, grounds for grievance, damaged equipment, may expose the Department to litigation, and unnecessary cost and time loss. Erroneous decisions may also cause a loss of credibility to the training program.

PUBLIC AND INTERNAL CONTACTS

This position involves daily contact with other training staff and training participants ranging from Service Assistant Maintenance classifications to Caltrans Maintenance Manager II. The ability to maintain good relations is critical to maintaining the reputation

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of the District Training Program as a reliable source of information.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires the physical ability to mount, dismount, operate, crawl under, and service trucks and construction equipment unaided. Must have the physical ability to squat, kneel, crawl, sit, twist, walk on uneven ground, or work above ground on aerial equipment. Grasping of tools and equipment is required. Must be able to lift heavy objects up to fifty-five (55) pounds that will be used as training aids, materials, traffic barriers, and cones; move and set up temporary structures utilized for protecting outdoor training areas. Other occasional work requires full mobility, agility, and physical strength. Must be able to stand and walk for up to four hours at a time while presenting field training courses during inclement weather. Must stand and move about the classroom while presenting formal training for up to four hours at a time. Hearing, vision, and speech must be within normal parameters for presenting indoor/outdoor training during field situations. Must be able to lift boxes of paper and stand during the copy production of textbooks and training materials for several hours.

Sustained mental activity is required to design and create accurate and professional training course materials, handouts, textbook copies, and graphics. Problem-solving during classroom situations is required. Must be able to act independently with minimal supervision and make independent decisions to further the Department's Strategic Plan. Must possess strong analytical and reasoning skills to facilitate the production of quality training reports and evaluations by deadline dates. Organizational skills are required for the planning and execution of training plans and scenarios.

Must wear appropriate safety equipment including long pants, appropriate footwear in good condition, and personal protective safety equipment including, but not limited to shirts and/or vests, hard hats, safety glasses, gloves, face shields, respirators, ear plugs, as well as other safety devices deemed necessary.

Public speaking skills are required. Must be comfortable speaking in front of audiences; and must possess the ability to quickly develop working relationships with people of varied backgrounds, origins, and civil service classifications in the office, the classroom, and the field.

WORK ENVIRONMENT

While at the base of operation, works in a climate-controlled office or classroom under artificial light. During the process of completing office assignments, prolonged sitting at a desk under artificial light while using a personal computer is required. Building temperature may fluctuate.

May be required to work outdoors and be exposed to dirt, noise, uneven surfaces, extreme heat, cold, and inclement weather. May be required to travel which includes long periods in a vehicle driving to remote field training locations or flying on commercial airlines. Possession of a valid driver's license is required to operate a State owned or leased vehicle.

The work week is the 5/40 work shift: Monday through Friday, 7:00 am to 3:30 pm. 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 work shifts, and be required to respond to emergency situations and calls. Abnormal shifts and long hours including Saturdays and Sundays, may be required to work in a fluctuating field training schedule. Field training schedules may vary based on District operational demands.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and is based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification based on operational needs. The selected candidate will be required to commute to the headquartered location. Business travel may be required, and reimbursement considers an employee's designated headquartered location or primary residence and may be subject to CalHR regulations or applicable bargaining unit contract provisions. Travel and commute expenses are managed in compliance with Departmental policy

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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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