

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION HQ/Maintenance	
WORKING TITLE Chief, Division of Maintenance	POSITION NUMBER 913-600-7500-001	REVISION DATE 12/20/2024

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 the Deputy Director for Maintenance & Operations, the incumbent develops and implements policies for all departmental activities relating to the Maintenance program statewide. The incumbent also is responsible for Headquarter (HQ) offices within the division's organization, including Administration and Resource Management; Structure Maintenance and Investigations; Maintenance Field Technical Support; Pavement Program; Maintenance Safety, Equipment, and Training; Homelessness and Encampments; Emergency Services; and HQ Warehouse, Materials Management, and the Integrated Maintenance Management System (IMMS).

CORE COMPETENCIES:

As a C.E.A., 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, 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)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (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)
- **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, 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)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (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)
- **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. (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)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (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)
- **Organizational Skills :** Keeps work prioritized and organized. Logically approaches situations. (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) ¹	Job Description
45%	E	Responsible for the overall leadership and management of the Division of Maintenance. Develops and implements policies relating to the Maintenance program statewide. Develops long term strategic plans relative to Caltrans' Maintenance program. Provides advice and assistance to the Deputy Directors, Division Chiefs and District Directors in all matters pertaining to maintenance and in statewide policy development and implementation. Responsible for leading a multi-functional team and partnering with all Divisions and Districts within the Department to provide statewide leadership and direction on maintenance related activities. Provides policy direction to ensure that program resources are identified, budgeted and appropriately expended. Oversees the establishment and implementation of performance measures, as well as the strategic direction and strategic plan for the Division.
30%	E	Provides policy direction for maintenance activities to determine relative maintenance requirements, operational deficiencies, safety considerations, and responses to public complaints. Provides direction in a manner consistent with the Department's mission and vision and Division's strategic initiatives. Provides direction to ensure the Division is in accordance with statewide transportation goals, objectives, policies, regulations, standards, plans and actions and initiates measures to remedy deficiencies when appropriate.
25%	E	Advise the Program's Deputy Director and various Executive Staff on the full range of complex issues related to the Traffic Operations program. Represents the Division and leads cross-functional teams on relevant steering committees, boards, etc. Represents the Department and assists in studies with research partners, committees, and organizations. Ensures compliance with all laws, rules, policies and practices. Establishes and maintains a work environment that leverages a diverse and inclusive workforce in order to achieve both superior business results and equity. Serves as the Department's principal focal point for all related issues with external partners, elected officials, and their representatives.

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

The incumbent manages the activities of various offices in the Division of Maintenance and has overall responsibility for staff consisting of planners; engineers, research analysts; administrators and clerical support.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be knowledgeable of the Department's mission, goals and programs, laws, rules and policies of the State of California and the federal government. Must possess a broad and comprehensive knowledge of the Caltrans' multimodal transportation roles and responsibilities. Must have knowledge of methods used in the development and operation of transportation facilities and experience and knowledge of conducting, administering and managing maintenance. Must have experience in working with transportation maintenance issues. Must have the ability to successfully develop creative strategies in leveraging state resources to advance Caltrans' Maintenance Program. Must also be able to optimize the use of all available resources to meet Caltrans' Maintenance Program needs.

Must have the ability to participate in public forums at the state, national and international levels, represent Caltrans on maintenance matters, serve in a consulting and coordinating capacity with other departmental functional areas statewide, nationally and internationally, and establish and maintain cooperative relationships with individuals and organizations contacted in the course of managing Caltrans' Maintenance Program. Must have the ability to plan, direct and supervise a multi-disciplinary professional staff, and communicate effectively. Must have extensive background in preparing and delivering oral presentations along with the ability to develop and direct cooperative working relations with representatives of all levels of government, the public, the Legislature, academic personnel, and industry representatives at all levels, both within and outside the transportation section.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for the overall policies, direction setting, and priority establishment for the development, management and administration of the Division of Maintenance. The incumbent provides guidance and strategy for preparing recommendations on maintenance management matters and decisions. Expert advice to top management is essential to avoid errors that could expose Caltrans to criticism and seriously restrict the operating capability and flexibility.

This is a high-profile program area in which the Legislature's transportation policy staff and committee members have exhibited

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intense interest. The incumbent is expected to make sound decisions and take appropriate actions to reach Caltrans' objectives. The consequence of errors in program direction and execution can result in loss of resources, funding support, federal reimbursement, legislative support, and the opportunity to solve critical transportation problems across the entire scope of the program and Caltrans.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with a large number of departmental managers and staff; federal, state, regional, local agencies; academic personnel, a broad range of topical experts, international contacts, and industry representatives at all levels, both within and outside the transportation sector. Contact with legislative staff and the general public may also be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent should be able to quickly adapt behavior and work methods in response to new information/priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. The incumbent should be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; develop new insights into situations and apply innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; be willing to take risks and initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage; and value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The work environment is fast-paced, busy and requires considerable flexibility in managing time, priorities, and assignments. While at their base of operation, incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent will be required to travel in state, out-of-state, and internationally.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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 if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to the California Department of Human Resources (CalHR) regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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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