

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION D10/Maintenance	
WORKING TITLE District Onboarding Trainer	POSITION NUMBER 910-610-6282-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 Maintenance Manager I, the incumbent is responsible for instruction and training of new and existing personnel. Training responsibilities include the proper use, operation, servicing, minor repair and adjustment of automotive and maintenance equipment used in Caltrans maintenance work; Defensive Driver Training for field Maintenance; Heat Illness Prevention Training; Valley Fever Prevention Training; Maintenance Employee Safety Orientation; Protection of Workers and Temporary Traffic Control Training; First Aid and CPR; Respiratory Protection; Ladder Safety; HazComm; Injury and Illness Prevention Program; and other training as required by Departmental Policy and Legal Mandate. The incumbent develops training courses and materials, research course content and evaluates the performance of students. The incumbent may also assist the Safety Team, Management Team, Executive Team with planning, organizing work and completing reports. The incumbent will act as Lead Instructor during training sessions at various locations.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety First - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Equity)
- **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. (Cultivate Excellence - Engagement)
- **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. (Cultivate Excellence - 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)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement)
- **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. (Safety First - Engagement)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Cultivate Excellence - Equity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety First - Innovation)

TYPICAL DUTIES:

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

ADA Notice

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50%	E	Delivers classroom presentations (indoor and outdoor instruction) to Caltrans employees on the responsibilities of safe and proper inspection, operation and 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; Chapter 7&8; First Aid and CPR; Respiratory Protection; and other training as required by Departmental Policy and Legal Mandate. Schedules Maintenance employees for mandated and job-related training at the Maintenance Employee Training Academy (META)
10%	E	Conducts Equipment Qualifier/Trainer classes in the field, on the requirements of the Equipment Qualification Program. These classes ensure safe and proficient operators, result in a reduction of downtime and repair costs to the fleet, and compliance with laws, codes, policies and regulations.
10%	E	Performs hands-on equipment demonstrations, field operations and performance evaluations of students, in order to maintain proficient operating skills and to demonstrate desirable techniques when operating motorized equipment used in highway maintenance and construction.
10%	E	Research rules and regulations in order to develop training courses and methods of delivery for courses to be presented to Caltrans employees. Incumbent may be required to assist safety officer for field inspections, safety investigations.
10%	E	Research subjects for the updating of existing courses and for new courses as directed by the Valley Maintenance Manager II, and collaborates with Administration Safety Team.
5%	M	Services, fuels and inspects equipment as needed for class instruction, and prepares records for monthly reports. Works with D10 Training/Safety Supervisor to Ensure all training for staff is entered into LMS
5%	M	Gathers and distributes training materials at training sites for preparation of courses.

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

Acting as Lead Instructor, the incumbent is regularly responsible for classroom sizes up to thirty-five (35) students, in classifications ranging from Caltrans Maintenance Worker to Maintenance Manager II, for the purpose of classroom and hands-on training and consultation.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of materials, methods, manuals, courses, and equipment used in the maintenance and operation of highways.

Possession of a valid, unrestricted, Class A Commercial Driver License (CDL) is desirable. Possession of a Class C Driver License is required.

The incumbent must have general knowledge of the many different types of maintenance equipment and have the ability to operate, service and make minor adjustments and repairs to the equipment. The incumbent must have knowledge of safety procedures pertinent to work duties including work area protection, equipment operation and proper lifting. The incumbent must have knowledge of the California Vehicle Code as it applies to the loading and operation of motor vehicles, and knowledge of Caltrans policies for equipment maintenance, servicing of equipment and proper documentation thereof.

The incumbent must have basic knowledge of Microsoft Word, Excel and Outlook. Incumbent will familiarize themselves with Smartsheet Program.

The incumbent must have the skill to analyze various situations accurately and in a timely manner, as well as develop sound alternatives when necessary.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate instruction or incorrect judgment may result in safety hazards, grounds for grievance, damaged equipment 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

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classifications to Highway/Landscape Maintenance Leadworker. The ability to maintain good relations is critical to maintaining the reputation of the District Training Program as a reliable source of information.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position requires the physical ability to mount, dismount, operate, crawl under and service trucks and construction equipment unaided. The incumbent must have the physical ability to squat, kneel, crawl, sit, twist, walk on uneven ground, or work above ground on aerial equipment. Power grasping of tools and equipment is required. The incumbent must be able to lift heavy objects up to seventy-five (75) 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 will require full mobility, agility and physical strength. The incumbent must be able to stand and walk for up to four hours at a time while presenting field-training courses during inclement weather. The incumbent must stand and move about the classroom while presenting formal training for up to four hours at a time. The incumbent's hearing, vision and speech must be within normal parameters for presentation of indoor/outdoor training during field situations. The incumbent 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. The incumbent must possess strong analysis and reasoning skills, in order 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.

Public speaking skills are required. The incumbent must be comfortable speaking in front of audiences ranging in numbers from one (1) to twenty-five (25); 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.

This position may require extensive travel to all geographical locations within the district, during different weather conditions in order to perform training. This extensive travel may require the employee to spend long periods of time away from home.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work 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 will be required. Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Employees will also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold. Travel will require the employee to spend long periods of time in a vehicle driving to remote field training locations or flying on commercial airlines.

Abnormal shifts and long hours to include Saturdays and Sundays will be required to work in a fluctuating field-training schedule. Field-training schedules may vary based on District demands. Extensive travel may be required on an irregular basis.

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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.)

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