

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE CT Maintenance Manager I	OFFICE/BRANCH/SECTION District 10 – Maintenance
WORKING TITLE Fleet Optimization Manager	POSITION NUMBER 910-610-6280-XXX
	REVISION DATE

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 Maintenance Manager II (MMII), the incumbent serves as the Maintenance Manager I (MMI) working title Fleet Optimization Manager (FOM) responsible for developing, establishing, and managing a wide variety of complex support activities for the entire district. The MMI will manage optimization and utilization of fleet equipment, supervise equipment management and rental contracts, transportation of equipment, district contracts and required service contracts for the entire district and staff. Will oversee facility repair for all maintenance, shop, including filed maintenance facilities, Warehouse operations, Maintenance Training Supervisor, On-boarding Superintendent. Manages the Emergency Operation Center (EOC) equipment, training, manuals, and documents.

Special Requirement - must possess a valid Class C California Driver's License.

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.

- **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, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **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. (Cultivate Excellence, Advance Equity and Livability in all Communities - Innovation, Integrity)
- **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 - Engagement, Equity, Integrity)
- **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, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

TYPICAL DUTIES:

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

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

25%	E	The Manager I Support B reviews facility repair requests and assists in the prioritizing and following up on repairs and upgrades. Works with other departments and outside agencies to manage repairs to State owned facilities that are under Caltrans control. Manages and secures funding for required repairs and tracks costs. Manages the District Maintenance Warehouse and verifies on a regular basis that inventories are correct and expenditures are within allocation. Will provide the District with ongoing assessments of facilities, material, equipment, resource needs & usage, to accomplish District workloads at the prescribed levels. Effectively communicates problems, risks, benefits, and recommended alternatives to management, and staff.
25%	E	Responsible for the planning, implementation, funding, and tracking of district specific contracts. Monitors contractors progress, compliance, expenditures, and ensures that all provisions are followed. Requests contract renewals timely and ensures that close-outs are complete. Manages proper record keeping activities to support any potential audit and investigation or allegation of ethics violation. Coordinates with Encampment Team in planning Persons Experiencing Homelessness (PEH) clean up schedules.
25%	E	Responsible for implementing fleet management policies and practices throughout the District. The Manager I Support B FOM will utilize various equipment coordination tools including the Global Positioning System (GPS), garaging and speed reports, Asset Works fleet management database, and the Vehicle Home Storage Permit (VHSP) database, to identify equipment utilization patterns that necessitate optimization actions. Acts as liaison to Division of Equipment (DOE) staff and cooperates with the equipment shop and Statewide Optimization Manager. Communicates and implements fleet policies and planning activities at the district level working with all levels of management, statewide equipment managers and coordinators, equipment shops, and vehicle operators. Participates on the District Annual Fleet Acquisition Plan (FAP) committee. Makes presentations and attends equipment and fleet related meetings, attends mandated and specialized training, and relays interpretation of new requirements to management. Consults with the DOE Shop Superintendent concerning equipment down time and/or repair costs and recommends appropriate corrective action to the District Managers and the District Safety Committee.
15%	E	Meets regularly with the Maintenance On-boarding Superintendent to review training mandates. Coordinates with Safety Officer to review accidents and incidents and to develop, review, and implement policies and procedures in regards to the prevention of employee accidents and injuries. Ensures staff training is tracked and in compliance with State and Federal requirements.
10%	M	As part of the District 10 Management Team, this position participates as a member of District 10's Emergency Operations Team. Provides support and expertise during both District and State-wide emergency operations. Updates manuals, equipment, organizational charts, the Everbridge system, and Emergency Operations plans.

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

Directly supervises the District Contract Manager, Maintenance On-Boarding Superintendent, EOC Liaison, Warehouse materials specialist & warehouse worker, District Equipment Manager, transport driver CEO2, Stationary Engineer, Maintenance Mechanic, Encampment Specialist

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Manager I Support B FOM must understand the principles and techniques of personnel management, the department's equal opportunity policy, labor relations program, and Caltrans Injury and Illness Prevention Plan. Must possess knowledge of maintenance budgeting, contract writing, purchasing, personal computers, and equipment operation. Must possess a thorough knowledge of maintenance functions and the Mission, Goals, Vision, and Values, of the Department of Transportation.

Must have knowledge of the materials, methods, and equipment used in maintenance along with the ability to plan, organize, and direct the work of others. Must be able to analyze situations accurately and develop an effective course of action on very short notice. Be able to relate to and work with interdisciplinary groups and large segments of the public, make effective presentations, and prepare written and oral reports.

Ability to read and write English at a post high school level. Must be able to articulate program policies and goals to management, staff, and the public. Must be able to communicate effectively and tactfully, and possess sound techniques for handling sensitive issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error in analysis, action, conduct, and decisions could result in the inefficient use of resources, loss of individual and departmental credibility, poor employee morale, and affect the ability of Caltrans to deliver its work program on schedule and

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

within budget. Errors in judgment could result in inappropriate purchases and compromised stewardship, damaged equipment, safety hazards, staff injuries, and unanticipated costs.

PUBLIC AND INTERNAL CONTACTS

Internal customers include Headquarters Program Managers, Division Chiefs, District Directors and their Deputies, Division of Equipment, Maintenance Managers, Superintendents, Equipment Managers, and rank and file staff. Contacts include both internal and external partners, other agencies, and the public. Manager I Support may also conduct business with external control agencies including the Department of Finance, Legislative Analyst's Office, Department of General Services, and other internal and external partners. attitude and public image of the Department is essential.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time using a keyboard and video display terminal. The Manager I Support B must have the ability to develop and maintain cooperative working relationships with those contacted in the course of business, communicate effectively, and respond appropriately to difficult situations. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames. Must travel throughout District to participate and coordinate training, meetings, evaluations of equipment, and manage contracts and services.

WORK ENVIRONMENT

Manager I Support B FOM will work in a climate-controlled office under artificial lighting, as well as traveling to field locations at varying times of the day or night in potentially inclement weather as required. Will be required to traverse office complexes, parking lots, equipment repair shops, sidewalks and highway facilities. Working extra hours may be required, and vacations may be restricted during peak times and fiscal year-end closing. Assignments in the field will be required where exposure to high speed traffic will occur. During field operations the Manager I Support B FOM will be required to wear and use mandated personal protective equipment and follow all policies, procedures, and safe working practices.

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

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.