

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Manager I	OFFICE/BRANCH/SECTION District 11 / Maintenance/ East Region	
WORKING TITLE Maintenance Manager I -Encampments, Litter and AAH	POSITION NUMBER 911-610-6280-605	REVISION DATE 03/07/2025

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 Caltrans Maintenance Manager II (East Region Manager), the Maintenance Manager I (MM I) coordinates, plans, and provides direction on unsheltered encampments within the State right-of-way and in consistent with the Department's policies to ensure the safe operation and performance of the State Highway System while respecting the rights of the unsheltered individuals. The MM I is responsible for the District's Adopt-A-Highway (AAH) program. As the AAH Coordinator the MM I manages and promotes the program. Maintains the District's AAH database and submits reports to Caltrans Division of Maintenance on a timely basis. Responsibilities include planning, implementing, and managing Maintenance Activities Performance Plan (MAPP) goals for encampment activities, litter, AAH and operations in accordance with Maintenance Program policies and procedures that are in alignment with the Department's Mission, Vision, and Goals. Serves as the point of contact for district maintenance inquiries related to encampments, litter, AAH and participates on internal and external task force groups and committees related to unsheltered encampments, litter and AAH. Strong oral and written communication skills are required. A Class C driver's license is required.

This position is not represented under collective bargaining.

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, Equity, Employee Excellence - Equity, Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Equity, Stewardship)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety - Equity, Stewardship)
- **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, Employee Excellence - Collaboration, Equity, Integrity, People First)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Integrity, People First)
- **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, Equity, Climate Action, Employee Excellence - Collaboration, Integrity, Stewardship)
- **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. (Equity, Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **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, Equity, Employee Excellence - Collaboration, Equity, 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. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Integrity, Stewardship)

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
40%	E	Serves as the primary contact for the District's Unsheltered Encampment Maintenance Program to direct and oversee designated area superintendents in the planning, management, and implementation of all field maintenance operations and activities related to unsheltered encampments within State right-of-way in accordance with the Departments' policies, procedures, and guidance. Completes reviews for consistency and recommends best management practices for the district. Develops and maintains working partnerships with the California Highway Patrol (CHP) and internal and external partners to ensure well coordinated collaboration.
25%	E	Manages the District 11 Adopt-A-Highway (AAH) program. Incumbent manages AAH program participation data and tracks site collection volume using permit holder and local Maintenance crew collection reports. Ensures that monthly reviews of the Integrated Maintenance Management System (IMMS) reporting are conducted to establish that AAH related work is being reported properly by IMMS users. Reviews data trends, monthly statistical summaries and detailed reports to assure program effectiveness to district management and HQ AAH coordinator. Develops and implements strategies for growth of the District 11 AAH program in support of HQ Strategic Plan and specific goals.
15%	E	Serves as a primary contact for litter and beautification of transportation facilities for D11 Division of Maintenance. Responsible for the coordination, planning, directing, and management of program activities with a focus on Maintenance crews. Assists advising Maintenance management on litter policies. Communicates policy decisions to district management. Identifies and prioritizes issues/needs requiring attention. Conducts independent research and formulates recommendations on program policy actions. Develops and maintains working partnerships, agreements, and joint activities in collaboration with district staff, program staff, and management.
10%	E	Reviews the District's work plans and performance, provides guidance and recommendations to meet Headquarters (HQ) program goals. Provides district unsheltered encampment training to maintenance staff on policies and procedures in addressing unsheltered encampments. Monitors and addresses safety practices, conducts field reviews as needed to evaluate districts performance. Provides staff expectations, career development guidance, and instructions and performance appraisals. Counsels subordinate supervisors on personnel problems as necessary; recommends and maintains discipline. Provides a communication link between management and assigned staff. Manage, assign, and review the work of assigned staff engaged in acquisition of commodities, contract services, CAL-Card activities, materials management, and safety practices. Reviews and approves acquisitions, ensuring they are processed and executed in conformance with the delegations provided by law and policy.
5%	M	Investigates and responds to inquiries from the public, local and other public agencies, and elected officials regarding the District's maintenance program and activities, and prepares correspondences as needed.
5%	M	Serves on various task forces, performs special assignments, participates on project teams, field reviews, and other relative assignments.

<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

The MM I researches, coordinates, reviews, and recommends best management practices, procedures, and standards in the implementation and management of the Adopt-A-Highway, Litter activities and Unsheltered Encampment Program.MM I directly supervises Caltrans Maintenance Area Superintendents and indirectly oversees their subordinate staff activities and operations.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Caltrans Maintenance programs and functions, and the Mission, Vision and Goals of the Department; material, and equipment used in the maintenance of State highways, and operations of a maintenance territory; working knowledge of roadside maintenance functions and activities associated with unsheltered encampments, litter and debris abatement, graffiti removal and prevention, contract management, other maintenance management activities; rules and regulations pertaining to maintenance operations, emergency response, employee health and safety, traffic safety, labor relations, computerized management systems, personnel management, and factors which influence the impact of transportation facilities on the environment, communities and the economy; principles of budgeting and program control; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

---

free of discrimination and harassment.

Abilities to: Acquire expertise regarding procedures and interpret policies of the Department; plan, organize, and direct the work of others; judge work quality and performance; analyze situations accurately and develop an effective course of action; communicate clearly both orally and in writing; effectively plan, implement and administer the encampment program for the District; give presentations and communicate our goals and objectives. Expected to work with others and act as program lead on committees and teams while coordinating activities with other agencies and external organizations.

Analytical Requirements: Must be able to analyze and evaluate field performance and reported data to ensure intended goals and objectives are met consistent with Department policies and guidelines, and within budget allocations. The incumbent must be able to apply logic to complex problems associated with the unsheltered encampment program and other roadside programs, evaluate risks, and make objective recommendations that support resolutions of maintenance related issues.

---

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Coordinates, plans, and provides direction on unsheltered encampments within the State right-of-way, consistent with the Department's policies to ensure the safe operation and performance of the State Highway System, while respecting the rights of the unsheltered individuals. Errors in judgment, actions, conduct, and direction could result in inefficient use of resources, violations of State policies and procedures, unsafe highway conditions, unnecessary safety risks of employees, partners, contractors, or members of the public, poor morale, loss of limited State resources and the Department's credibility, tort liability, and impacts the Department's ability to effectively deliver its maintenance work program.

---

### PUBLIC AND INTERNAL CONTACTS

This position requires maintaining positive contacts and communication with Headquarters Managers, external partners, contractors, consultants and members of the public. The incumbent represents the Department's Maintenance Program with both external and internal parties, and must be able to articulate program goals and objectives clearly.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for prolonged periods of using a computer. Responsible for completing tasks and assignments associated to the, Adopt-A-Highway, Litter, and Unsheltered Encampment Programs; must be able to multi-task, have problem solving, analysis, and reasoning skills; adapt to charged issues and sensitive information and data sources; and is expected to maintain cooperative working relationships, and respond appropriately to difficult situations.

---

### WORK ENVIRONMENT

While in an office setting, the incumbent works in a climate-controlled environment with artificial lighting. The MM I is required to travel and work outdoors as needed; and may be exposed to dirt, noise, water, uneven surfaces, and varying temperatures and weather conditions. The incumbent must use proper safety precautions and procedures at all times. This position may be required to work irregular work shifts.

Possession of a valid driver's license is required to operate a State owned or leased vehicle.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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
------------------------	------