

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Supervisor	District 01 / Maintenance /Field Operations	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Maintenance Supervisor	901-689-6301-XXX	12/31/2024

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Working under the direction of a Caltrans Maintenance Area Superintendent, employee is responsible for the supervision and operations of all maintenance activities by the assigned unit. Must possess a valid driver's license.

Duties include but are not limited to:

CORE COMPETENCIES:

As a CT Maintenance Supervisor, 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.

- Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, 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. (Safety First, Cultivate Excellence - Engagement, Equity, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- 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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

35%	E	Supervise and participate in a wide range of work projects undertaken by the assigned unit. Such projects include, but are not limited to, flexible and rigid pavement maintenance, roadside maintenance, weed control, mowing, maintenance of fence, ditches, culverts, litter, debris, sweeping, graffiti, spills, stormwater and NPDES projects, rest areas, vista points, pavement markers, guideposts, signs, guard rail, median barrier, snow and ice control, and storm maintenance.
25%	E	Schedule and plan work for the assigned unit. Ensure required personnel, materials, and equipment is available. Prepare necessary work plans on a daily, weekly, monthly and yearly basis. Inspect right-of-way and recognize deficiencies and hazards in order to initiate appropriate actions.
15%	E	Respond to emergencies and major incidents such as traffic accidents, highway spills, floods, and storms. Conduct safety meetings and other training. Ensure staff is properly trained and qualified to perform assignments. Monitor crew work habits and conditions to provide for the safety of the crew and public.
10%	E	In a timely manner, submit daily, weekly, and yearly records and reports. Such records and reports include, but are not limited to, timekeeping, projects, traffic control, traffic delays, major incidents, highway damage, highway spills, major incidents, hazardous waste, hazardous materials, personnel evaluations, materials, purchases, fuel, equipment, stormwater, and any other report or record as requested.
5%	E	Inspect facilities and equipment in order to ensure State facilities and equipment are used and maintained properly. Make inspections for and assist in solving encroachment and permit issues.
5%	E	Administer departmental policy and procedures. Maintain crew morale and discipline. Answer employee and public questions regarding maintenance policy and procedure with tact and courtesy. Ensure departmental policy and procedure is being carried out.
5%	M	Travel out of town on per diem, attend meetings, enter data using various computer software, prepare reports and/or recommendations for supervisory review, assist Superintendent with employee review/IDP's, may cover for supervisor during temporary absences.

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

This is a supervisory position. Incumbent will directly supervise the assigned unit.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; operation of a maintenance area and the maintenance of equipment and tools used in highway maintenance and snow removal; the operating characteristics of the Maintenance Management System, Maintenance Manual Volumes I and II, Safety Manual, Code of Safe Practices, and Guide to Employee Conduct and Discipline, and all other manuals or guides pertaining to highway maintenance work and workers. Incumbent must have a working knowledge of the IMMS Computer program. Incumbent must also have knowledge of provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices.

Possession of a valid Driver License.

Ability to supervise and direct the work of subordinate members of the assigned unit and to work safely around high-density traffic.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Failure to make timely and proper decisions could endanger human lives, the environment, property and result in lawsuits.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public and employee is expected to maintain a favorable public image for the

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

State. At times may deal with the media.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Some of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

WORK ENVIRONMENT

Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and snow. May perform work in a climate-controlled office under artificial lighting

During the winter months the workweek is normally 5/8-hour days. During the summer months the workweeks may be changed to 4/10-hour days. The scheduling of the 5/8 days or the 4/10 days is at the discretion of the District Management

Will be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

Personal safety requirements include:

- A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
- B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hats, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps or other safety gear must be worn when required by the Department.

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
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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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