

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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|--|---|-----------------------------|
| CLASSIFICATION TITLE<br>Supervising Equipment Engineer | OFFICE/BRANCH/SECTION<br>Equipment/Office of Clean Fleet/3237 |                             |
| WORKING TITLE<br>Chief, Office of Clean Fleet          | POSITION NUMBER<br>932-001-3633-010                           | REVISION DATE<br>03/24/2025 |

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:

While working for the Caltrans Division of Equipment (DOE), under the general direction of the Chief of the Division of Equipment, a CEA II, the Supervising Equipment Engineer is responsible for directing the work of the Division of Equipment related to equipment quality assurance, fleet acquisition, fleet greening, fleet management, and air quality mandate compliance.

CORE COMPETENCIES:

As a Supervising Equipment Engineer, 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, Lead Climate Action - Engagement, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Lead Climate Action - Engagement)
- **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)
- **Motivational Support:** Skilled at enhancing others commitment to their work. Recognizing and regarding people for their achievements. (Cultivate Excellence - Engagement, 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. (Cultivate Excellence - Integrity)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Cultivate Excellence - 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 - Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Strengthen Stewardship and Drive Efficiency - Integrity)

TYPICAL DUTIES:

| Percentage                              | Job Description |
|---|-----------------|
| Essential (E)/Marginal (M) <sup>1</sup> |                 |

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| 25% | E | Proactive in supporting the Department's effort to green its fleet. Project manager for special fleet greening projects including transitioning to a Zero Emission Vehicle (ZEV) fleet. Researches efficiencies and prioritizes ZEV in all vehicle categories. Identifies pathways for coordination of Caltrans ZEV charger infrastructure installation under Dig Smart principles. Analyze and provide recommendations for Caltrans fleet replacement planning documents. Leads the implementation of systems, processes, and procedures for data collection and analysis, for example, of networked ZEV charger data and/or telematics data to determine best locations for ZEVs. Coordinates Caltrans transportation and energy modeling efforts to meet ZEV and greenhouse gas emission reduction benchmarks. Communicates policy recommendations and technical concepts to policymakers, stakeholders, and others in Caltrans in oral and written formats. Evaluate the Caltrans ZEV Action Plan 2.0 for progress on meeting statewide ZEV goals and develop recommendations for improvement; create documentation of work performed.  |
| 25% | E | Manages and directs the Fleet Management Branch in the development, implementation, and monitoring of Caltrans fleet equipment management policies. Provides guidance and oversight regarding: administration of a statewide fleet equipment management system related to fleet replacement requests and fleet status tracking to maintain accurate fleet data and asset inventory levels. Provides fleet related reports to internal and external partners. Performs various fleet analysis and provides necessary data to maintain fleet compliance with Department of General Services (DGS). Coordinates with DOE staff and DGS staff to develop and submit Fleet Acquisition Plans. Communicates with Caltrans divisions, districts and management fleet in regards to replacement requests, location changes, and vehicle status information to achieve optimum utilization of fleet equipment; the development, submittal and monitoring of a statewide fleet replacement substitution requests. Manages and tracks all Surveyed Unanticipated Need (SUN) and Relief units. Establishes replacement criteria of Caltrans fleet equipment; assures fleet management data integrity through monitoring and reporting. Responsible for fleet reporting to the DGS Office of Fleet and Asset Management (OFAM). Provides general direction on air quality reporting and permitting related to the department's mobile fleet. |
| 25% | E | Manages and directs the Clean Air Branch in the implementation of the statewide air quality compliance program. Provides guidance and oversight regarding retrofitting of department vehicles to comply with various air quality mandates. Provides general direction to the statewide clean air program manager to ensure clean air mandate projects are completed on time to avoid regulatory infractions and subsequent fines. Proactive in supporting the Department's effort to green its fleet. Project manager for special fleet greening projects. Ensures the required vehicles and equipment are included on FAPs to meet CARB and DGS clean air mandates and requirements. Ensures fuel types of vehicles and equipment meet local air quality districts requirements.   |
| 20% | E | Manages and directs the Quality Assurance Branch in the planning, directing and coordinating activities related to equipment quality assurance of all mobile fleet and specialized parts purchased or assembled by and for the Division of Equipment. Provides guidance and oversight regarding the inspection and testing of mobile fleet and specialized parts purchases. Provides general direction and oversight over the development and maintenance of quality standards related to mobile fleet equipment and specialized parts. Provides guidance and oversight regarding the review of equipment designs and equipment adaptability or acceptance testing; final engineering decisions on acceptance or rejection of equipment and specialized parts. Ensures overall contract compliance and recommends solutions during disputes.  |
| 05% | M | Provides general direction regarding specialized technical mechanical and equipment engineering expertise and preparing reports and studies, examining mobile equipment life cycle contracts (and selected other mobile equipment purchase contracts), studying mobile equipment life cycle purchasing, and generating reports from the fleet management system.  |

<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**

Directly supervises various staff responsible for fleet management, fleet greening, quality assurance, and clean air.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Education and experience should be in mechanical or equipment engineering with a strong background in management. A broad knowledge of the properties of materials, equipment and machinery design and manufacturing; alternative fuels, alternative fuel vehicles and equipment and fueling infrastructure are necessary. Knowledge of federal, State and local alternative fuels regulations is required. Knowledge and experience with fleet greening, fleet management and policies is also required. Requires

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ability to manage staff and write and communicate effectively. Requires capability to interact effectively with customers, vendors, Caltrans management, Department of General Services, California Air Resources Board, and California Energy Commission supervisors and managers.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in decisions made within this Branch could have major impacts to the Division of Equipment and Caltrans. Lack of foresight could hamper the Division of Equipment’s ability to provide the service expected by Caltrans and could cause conflict between Caltrans district managers and the Division of Equipment and could result in noncompliance with established policies and procedures. It could also hamper Caltrans’ ability to implement alternative fuel equipment, develop alternative fuel infrastructure and increase use of alternative fuels. Poor decision and management of Caltrans fleet could jeopardize the Division of Equipment’s ability to maintain and repair the fleet equipment, replace old equipment and the inability of providing safe and reliable equipment. This will impact the Division of Equipment’s objective and impair Caltrans’ mission and goals relative to Climate Action (reduce greenhouse gas emissions from the use of our system and our own operations) and safety (safety and reliability of the highway system and of the motoring public, and quick response time to incidents on the highway).

PUBLIC AND INTERNAL CONTACTS

Requires internal contacts and partnerships with all staff in all divisions of Caltrans as well as other Office Chiefs, Division Chiefs, Deputy District Directors, and District Directors. Requires external contacts with the Division Chiefs in the California Department of General Services, the California Air Resources Board, and the local air quality management districts. Meets with Office Chiefs on budget, procurement and equipment acceptance. Occasional contacts with the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for long periods of time using a keyboard and video display terminal. The employee must have the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work and to communicate effectively. The employee must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames.

WORK ENVIRONMENT

Employees may work in a climate-controlled office under artificial lighting. Employees may be eligible for hybrid telework at their home or other mutually agreeable location.

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