

# Caltrans Maintenance Manager Series

## California State Personnel Board Specification

Series established July 22, 1981

### Scope

This series specification describes three levels that direct the maintenance of the Department of Transportation's highways, landscaping, structures, tunnels and tubes, and appurtenances in an assigned area or region.

Schem Code	Class Code	Class
PE20	6282	Caltrans Maintenance Area Superintendent
PE10	6280	Caltrans Maintenance Manager I
PE09	6239	Caltrans Maintenance Manager II

Caltrans Maintenance Manager Series Specification - Class Titles and Codes

### Definition of Levels

#### Caltrans Maintenance Area Superintendent

Incumbents either (1) have charge of highway and landscape maintenance and the maintenance of structures, tunnels and tubes, and appurtenances in an assigned area normally consisting of four to six crews; or (2) perform special staff assignments in district offices and headquarters in such areas as Maintenance Management System, Equipment Coordination, or Hazardous Materials and Spills Coordination; and do other related work.

#### Caltrans Maintenance Manager I

Incumbents either (1) direct all maintenance activities in an assigned region normally consisting of 14 to 18 crews; or (2) dependent upon the complexity, direct one or more district staff assignments, such as Maintenance Management System, Equipment Coordination, or Hazardous Materials and Spills; or (3) in districts having the smallest maintenance programs, direct a combination of a district field maintenance operation and one or more district staff assignments; or (4) in a headquarters staff assignment, manage and coordinate, on a statewide basis, one or more activities such as Maintenance Management System, Hazardous Materials and Spills, Maintenance Training, Maintenance Safety, Maintenance Field Operations Review, Pavement Systems, Major Maintenance Contract Program Review, or Manual Revisions; and do other related work.

#### Caltrans Maintenance Manager II

Incumbents either (1) direct all maintenance activities in an assigned region normally consisting of 19 to 30 crews; or (2) in a headquarters staff assignment, manage and coordinate, on a statewide basis, three or more activities such as Maintenance Safety, Emergency Management and Communications, Hazardous Materials and Spills, Maintenance Training, Maintenance Field Operations Review, Pavement Systems, Major Maintenance Contract Program Review, or Equipment Coordination; and do other related work.

### Minimum Qualifications

#### All Levels:

Equivalent to completion of the 12th grade.

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.)

## Caltrans Maintenance Area Superintendent

Two years of experience in the California Department of Transportation performing duties in a class comparable in type and level of responsibility to that of a Caltrans Maintenance Supervisor.

## Caltrans Maintenance Manager I

Two years of experience in the California Department of Transportation performing duties in a class comparable in type and level of responsibility to that of a Caltrans Maintenance Area Superintendent (formerly Caltrans Maintenance Superintendent I or Caltrans Maintenance Superintendent II) or a Caltrans Landscape Specialist.

## Caltrans Maintenance Manager II

### EITHER I

One year of experience in the California Department of Transportation in the classes of Caltrans Maintenance Manager I (formerly Caltrans Maintenance Region Manager), Caltrans Electrical Superintendent III, or Structural Steel Painter Superintendent, or Caltrans Landscape Program Administrator.

### OR II

Four years of experience in the California Department of Transportation performing duties in a class comparable in type and level of responsibility to that of a Caltrans Maintenance Area Superintendent (formerly Caltrans Maintenance Superintendent I) or Caltrans Landscape Specialist.

## Knowledge and Abilities

### Caltrans Maintenance Area Superintendent

Knowledge of: Materials, methods, and equipment used in the construction and maintenance of highways, structures, tunnels and tubes, and landscape areas; maintenance field operations; characteristics, operation, maintenance, and management of equipment and materials used in highway, landscape, or structure maintenance; rules and regulations pertaining to highway or structures maintenance and safety practices; proper use of Management Systems including the Maintenance Management System; procurement rules and procedures, and administration of service contracts; rules and regulations pertaining to highway emergency services; encroachment permits process; provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles; accident and fire prevention techniques; drawings, plans, maps, and layouts; principles and techniques of personnel management and supervision; care and upkeep of landscaping and associated chemical applications; the Department's labor relations program objectives; a supervisor's role in safety, health, and labor relations and the processes available to meet these program objectives; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Establish and maintain records and prepare cost estimates and reports; read, interpret, and work from plans, drawings, and specifications; plan and direct the work of others; analyze situations accurately and adopt an effective course of action; detect unsafe conditions and practices and plan, organize, conduct, and evaluate safety training programs; gather and analyze data; reason logically, draw valid conclusions, and make appropriate recommendations; prepare correspondence and clear and comprehensive reports; communicate effectively; effectively contribute to the Department's safety, health, and labor relations objectives; effectively

promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

## Caltrans Maintenance Manager I

Knowledge of: All of the above, and principles of management and accounting systems; principles of budgeting and program control; principles and procedures for initiating and administering contract work and work accomplished through special programs; Maintenance Work Program; the nature and operational requirements of highway emergency work; environmental protection requirements.

Ability to: All of the above, and develop region work plans and crew schedules; effectively plan and manage region budget allocations for personnel and operating expenses; provide support operations; set work standards consistent with Caltrans' statewide policies and obtain acceptable work quality, production, and work site safety; incorporate technical aspects of maintenance work in programming and budgeting functions; effectively develop and/or implement and administer statewide or districtwide programs in a staff assignment.

## Caltrans Maintenance Manager II

Knowledge of: All of the above, and principles of public administration; tort liability and risk management; goals, policies, organization, and procedures of the Department of Transportation as related to the maintenance function; management problem-solving methods; methods of conducting field research and investigations; seasonal and cyclical staffing and materials needs unique to the maintenance function.

Ability to: All of the above, and perform in a larger and more complex region or headquarters staff assignment, and serve as a technical expert on highway maintenance issues for the District Division Chief for Maintenance or the Maintenance Program Manager; plan, coordinate, monitor, and evaluate multiple statewide maintenance functions in a staff position.

## Additional Desirable Qualifications

### All Levels:

Breadth of experience in varied maintenance activities, such as road, special crews, and landscape maintenance in rural and metropolitan locations; technical training in construction, maintenance, or chemical application fields; college-level coursework in public administration, management, and supervision; Class A or B driver license; and familiarity with office automation equipment and computer systems; possession of a valid Agricultural Pest Control Adviser License issued by the California Environmental Protection Agency (CAL-EPA) covering the following categories noted in parentheses: (A) control of insects, mites, and other invertebrates; (D) control of vertebrate pests; (E) control of weeds; and (G) regulation of plant growth; possession of a valid Qualified Applicator Certificate (QAC) issued by CAL-EPA covering the following categories noted in parentheses: (B) Landscape Maintenance; and (C) Right-Of-Way.

## Class History

Class	Date Established	Date Revised	Title Changed
Caltrans Maintenance Area Superintendent	02/19/1932	09/09/1999	11/06/1990
Caltrans Maintenance Manager I	04/04/1963	09/09/1999	08/09/1994
Caltrans Maintenance Manager II	08/09/1994	09/09/1999	--
Caltrans Maintenance Manager Series History - Dates Established, Revised, and Title Changed			

Updated 6/3/2012