

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
 DUTY STATEMENT**

CLASSIFICATION TITLE CALTRANS MAINTENANCE MANAGER I	DISTRICT/DIVISION/OFFICE DIST. 06 DIVISION OF MAINTENANCE	
WORKING TITLE DISTRICT 6 - SOUTH REGION MAINTENANCE MANAGER	POSITION NUMBER 906-638-6280-	EFFECTIVE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the District Division Chief for Maintenance and Operations, and Maintenance Manager II, this position is responsible for implementing, evaluating, and sustaining major programs and maintenance policies for highway maintenance district-wide. Maintenance Management duties will be in the District 6 - South Region. The incumbent will advise and consult with top-level district and statewide management; propose new programs, directions or legislation, as appropriate. The incumbent will be based in Bakersfield.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% (E)	Supervises field operations doing district-wide highway maintenance activities, sets work priorities, provides staffing, training and resources; conducts safety reviews; oversees uniform maintenance practices and levels of service; reviews difficult maintenance or minor construction operation problems; investigates and sets priorities for major maintenance projects consisting of pavement preventative maintenance and rehabilitation, oversees snow removal activities as well as district-wide landscape and other roadside maintenance activities in Fresno, Madera, Tulare, Kings and Kern counties.

¹ 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

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- 20% (E) Performs field review of State highways for deficiencies that require rehabilitation, reconstruction or repaving; reviews minor projects such as drainage repairs and structural section repairs. Acts as team leader on storm damage review teams after major storm damage. Reviews plans and specifications of proposed construction projects with regard to maintenance requirements and makes recommendations.
- 20% (M) Coordinates activities with other Branches, Headquarters, other departments and local agencies; reviews and approves personnel transactions and requests for adverse actions; reviews and directs budget preparation consistent with District priorities; and assures Region compliance with the Integrated Maintenance Management System (IMMS) procedures. Monitors resources in accordance with budget allocations. Addresses public complaints.
- 20% (E) Utilizing information provided by the Integrated Maintenance Management System, responsible for overall planning and monitoring of workload levels; directing equipment and materials utilization. Provides the highest level of technical and management expertise for the District Maintenance Operations.

SUPERVISION EXERCISED OVER OTHERS

Directly and indirectly supervises staff in a maintenance region covering 3 to 5 counties and comprised of 3 or more Caltrans Area Superintendents and from 15 to 20 Caltrans Maintenance Supervisors. Provides direction to and receives administrative assistance from the Regional Administrative Officer, the office staff and warehouse staff. Inclusive of various other seasonal (winter snow removal) or special operations functions where additional personnel are hired.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods and equipment used in the maintenance and construction of highways, highway structures, snow removal operations and landscape; operation of a maintenance territory; characteristics of heavy construction and maintenance equipment; rules and regulations pertaining to maintenance operations and related safety practices; operating characteristics of management systems; principles of effective supervision. The Maintenance Manager is responsible for the activities of Special programs People and Adopt-A-Highway volunteers in addition to permanent full-time and limited term employees. Must possess a thorough knowledge of statewide Maintenance functions and the missions, goal, organization and procedures of the Department of Transportation. Must have the ability to coordinate activities with other Branches, Maintenance Regions, City, County, Federal Officials and other State Agencies.

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CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent has the responsibility to provide management guidance and direction personally and through the staff to all field units. To carry out the mission, this individual must possess the very highest standards, background and knowledge of maintenance practices and procedures, both technical and administrative. The incumbent must be able to direct work accomplishment through others; often by personnel that are not in a direct line supervisory relationship. The incumbent must also possess a high degree of understanding of the Department's purpose, mission, vision, goals, policies and functions. This includes knowing where to get help or obtain information; often under emergency conditions.

Errors in judgment could lead to the inefficient use of resources and affect the ability of Caltrans to deliver its work program on schedule.

The Maintenance Manager I must have the ability to utilize a variety of analytical techniques to address complex managerial problems and issues. The incumbent is responsible to ensure optimum operations and performance of the maintenance function including management of budget expenditures and personnel. The incumbent is responsible for a variety of line functions that relies significantly on analysis of many topics.

PUBLIC AND INTERNAL CONTACTS

Public contact by this position is substantial and requires a special ability to communicate and maintain a positive Departmental image. Must be articulate, knowledgeable about the program and possess negotiation skills. The incumbent represents the Department with other local, State and Federal agencies, Caltrans Districts and Divisions at all levels and high level government officials and legislators. There is considerable contact with external agencies. The Maintenance Manager I interfaces with the public in various forms working with city and county governmental officials, regulatory agencies such as Fish and Game, Water and Air Quality Control Boards, County Agricultural Commissioners, local fire departments, Army Corps of Engineers, etc., as well as members of the general public who call or write in with their concerns. Contacts will be made daily with the public suppliers, contractors, Headquarters personnel, other District branches, field staff, and maintenance management staff. Sensitive issues must be handled tactfully yet expeditiously. The public's image of the Department often balances on the conduct of this individual.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

To carry out the functions of this position, incumbent must be able to work under stressful conditions and restricted timeframes, quickly analyzing and responding to requests for information or direction. Incumbent must be able to interpret and analyze printed and electronic materials, including such items as IMMS reports and policies and procedures.

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Incumbent must be able to maintain positive working relationships with staff at all levels in the District, Headquarters, other Districts, other Departments, local governments, the media and the public. Must be able to operate equipment needed to perform daily operations (such as PC, fax, printer). Must be able to communicate ideas and proposals clearly by phone, in writing, by computer (Email) and in person. The incumbent must have the ability to resolve emotionally charged issues reasonably and diplomatically. The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Incumbent must be prepared to make difficult decisions involving personnel disciplinary actions.

WORK ENVIRONMENT

Incumbent will generally perform assignments in a climate-controlled office under artificial lighting. Incumbent will be required to travel and conduct field reviews outdoors and may be exposed to dirt, noise, uneven surfaces and extreme heat or cold.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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's Name

Signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor's Name

Signature

Date

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