

CLASSIFICATION TITLE Associate Governmental Program Analyst	DISTRICT/DIVISION/OFFICE 03 / Maintenance / Sunrise 659	
WORKING TITLE Region Contract & Equipment Manager	POSITION NUMBER 903-659-5393-XXX	EFFECTIVE August, 2014

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California’s economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT: Under the direction from a Staff Services Manager I, incumbent will initiate, coordinate preparation of, schedule and direct contract work and monitor Maintenance Contracts. The contracts to be monitored will be for a variety of specialized maintenance activities such as grind and pave, repairing loop detectors, cleaning drains, or homeless abatement. The incumbent will manage a portfolio of contracts required to accomplish peak and/or occasional workload within assigned region or District.

TYPICAL DUTIES:

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

- 50% (E) As the contract and equipment Manager for the Sutter Sierra Region, the incumbent will function as liaison with the contractor, maintenance management and staff. Prepare and initiate contract requests, including scope of work, requests contract approval, process and track receiving records. Maintain all invoices, records and relevant documentation after the termination of a contract to ensure compliance and appropriateness of authorized payments. Schedule contract work to optimize program effectiveness. Develop and maintain contract cost and production data as required for program evaluation. Maintain contract data records, monitors and evaluates the Contractor's performance to ensure services are performed according to the quality, quantity and manner specified in the contract. Ensure that work is proceeding on schedule, within budget, and that all work is completed and accepted

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

by the Department before the contract(s) expire. Monitor Contractor's performance and terminate contract(s) if appropriate. Track expenditures submitted by Area Superintendents, purchasing specialist, Maintenance mechanics, and the Region's Contracts and make monthly budget reports to the Region Manager. Review manual revisions and safety orders for their application and impact on Maintenance Contracting activity. Evaluate employee suggestions that apply to maintenance contracts for the Merit Award Board.

- 20% (E) Review reports provided by Headquarters Maintenance, Accounting, Budgets, and others.
Resolve contract budget and accounting issues to assure budget capacity and correct charging practices. Close out contract when appropriate including disencumbering of funds, evaluation of contractor, authorization of final payment of invoices, and if applicable, requesting renewal of contract.
- 15% (E) As the Region Equipment and Facilities Coordinator, incumbent will coordinate with the region superintendents and the District Equipment Manager for all Region equipment needs. Incumbent will submit reports related to equipment, including the submission of the necessary paperwork needed for equipment transfers. Schedule and coordinate with region superintendents the equipment qualifying program and ensure the paperwork is properly completed and submitted to the District Equipment Manager. ***Will work with district staff to ensure Regional facility repairs are completed and that the plans meet the needs of the Region. Oversee the Damage Claim program and Chain Installer Permit process.***
- 10% (E) Will act as the Sutter Sierra Region Snow Call coordinator in which the incumbent will keep a log on personnel called for snow duties, make contacts to the valley supervisors when requests are made by the snow area supervisors.
- 5% (M) Will assist and support various office staff with functions such as CalCard program, training support, mail, filing, phones, various computer programs and duties associated, emergency response to public and the field.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must have the ability to establish and maintain records and prepare cost estimates and reports: assist in preparation, read, interpret and work from technical contract documents: analyze information provided by the work of others: analyze situation accurately and adopt an effective course of action.

Incumbent must have a thorough and practical working and technical knowledge of the work done by maintenance personnel as well as rules and regulations pertaining to

encroachment on the highway. Other areas of knowledge required by incumbent include, but are not limited to, Departmental contracting and purchasing policies and procedures, the Departmental Safety Manual, the Maintenance Manual, and the Code of Safe Operating Practices, and California Code of Regulations, Title 8, Industrial Relations, Safety Orders. Must have a thorough understanding of the Department's functions and resources. Basic knowledge of the many transportation programs throughout the Department.

Must be able to communicate effectively, both orally and in writing with all levels of department staff. Must have the ability to work with others to achieve the desired outcome without direct line of authority.

Incumbent must have basic computer skills including knowledge of Excel and Microsoft Office.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

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, property and facilities. Failure to make timely and proper decisions could result in lawsuits.

PUBLIC AND INTERNAL CONTACTS

The incumbent may confer with many management levels within the Department, including personnel in the Districts, Headquarters Divisions, State agencies, Cities, and Counties.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time while using a keyboard and video display terminal or traveling in a vehicle to other locations. Will be involved with sustained mental activity needed for analysis, reasoning and problem solving. Must be able to develop cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully, and professionally. Must be able to work independently and in groups.

WORK ENVIRONMENT

Work will be performed in a climate-controlled office under artificial light. However, due to periodic problems with heating and air-conditioning, the building temperature may fluctuate.

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 (Print)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE