

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Assistant Storm Water Coordinator	OFFICE/BRANCH/SECTION District 2 – Roadside Maintenance	
WORKING TITLE Maintenance Superintendent	POSITION NUMBER 902-605-6282-XXX	EFFECTIVE DATE

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 of the Chief, Office of Roadside Maintenance, (Senior Transportation Engineer, CT) the incumbent assists the Storm Water Coordinator in implementing the Storm Water Management Team (SWMP), Maintenance Inspection and Slope Stabilization Team (MISST) and development of Storm Water Projects. The incumbent will be responsible for developing and inspecting Storm Water Projects.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Oversees the Maintenance Storm Water budget. Tracks personnel service dollars to ensure the District is within the allocated budget. Track operating expenses including contracts, projects, and material purchases to ensure the District is within the allocated budget.
15%	E	Prepare and manage Storm water contracts. The incumbent will assist in preparation of Storm water related service contracts and will be responsible for managing the funds and progress of work. Construction inspection will be required for some Storm water and other Construction projects.
15%	E	Leads training to field Maintenance staff in SWMP activities. Ensure compliance with the SWMP, and its changes, by providing guidance and on the job training. Prepares correspondence, action requests, statistical data and other written material for storm water issues as well as other Roadside Maintenance efforts.
15%	E	Conducts and coordinates inspections of maintenance facilities and activities to ensure compliance with the Storm Water Management Plan (SWMP). Maintains a cooperative role as a member of the Maintenance Storm water action team to improve statewide guidance and standards for the SWMP. Distributes and interprets new information to Maintenance personnel and provides a contact for questions from Maintenance personnel.
10%	E	Prepares and updates Facility Pollution Prevention Plans as required by the NPDES Permit and USEPA Administrative order.
5%	E	Maintain files of Best Management Practices (BMP) Tailgate meetings. Facilitate the improvement of existing Maintenance BMP's through monitoring of BMP tailgate meetings. Ensures that Field Maintenance Stations adequately comply with Facility Pollution Prevention Plan (FPPP).
5%	E	Completes reports required by the SWMP, such as the District Work Plan, Annual Report, and Illicit Connection/Illegal Discharge Investigations. Monitors and tracks information gathered from Integrated Management System (IMMS) database to provide information for the completion of reports required by the Permit, such as the Work Plan, Annual Report, Illicit Connection/Illegal Discharge Investigations and Waste Management Plan.
5%	M	Reviews construction projects for conformance to SWMP.

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

General Supervision received from a Caltrans Senior Transportation Engineer. Guidance received from District and Headquarters Office of Roadside Maintenance and North Region Senior Landscape Architect.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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This appointment is a staff position and is not required to supervise others. This position will provide consultation to District staff regarding the District's vegetation management program.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have general knowledge of Maintenance and Construction activities, erosion control methods, and the principles of Program Management and Procedures within the Department. Must have a working knowledge of NPDES, the Statewide storm water permit, SWMP requirements, Caltrans storm water management plan, Best Management Practices and related environmental issues, and knowledge of AMS Advantage system is desirable.

Must have the ability to do independent investigations, reach sound conclusions and prepare issue papers and reports for making improvements or changes to existing procedures and standards, when necessary. The incumbent must be able to expand on the practical application of written policies, procedures and standards.

Ability to read and write English at a level required for successful job performance. Must be able to judge work quality and performance, interpret departmental policy and make clear oral and written presentations.

Incumbent must possess the ability to plan and organize activities; advise administrators on a wide range of matters concerning policy development for storm water functions, erosion control, and vegetation control. The incumbent must have the ability to analyze complex problems and recommend effective courses of action, evaluate technical data and make objective recommendations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The consequences of not considering all factors could be inconsistent or inappropriate policy setting, inappropriate application of maintenance methods, non-compliance with permits and plans.

Failure to understand and incorporate appropriate standards, requirements and policies into work product may result in harm to the environment, excess costs to the Department and damage the District's relationship with other agencies.

The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Error of judgment could jeopardize meeting project deadlines and loss of program dollars to the District.

Improper performance of duties and/or failure to adhere to established policies, procedures, and guidelines could lead to adverse action or possible termination.

PUBLIC AND INTERNAL CONTACTS

Incumbent will be required to effectively work with others in their section and coordinate with other sections within the District or Programs and may be involved with technical staff members of outside agencies and local groups.

Incumbent is required to maintain good relations with members of the public and employees from the same and other divisions within Caltrans, as well as other agencies. Contacts with other public agencies and private individuals may be daily and the incumbent is expected to maintain a favorable image for the Department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

While at their base of operation, employee may be required to sit for long periods using a keyboard and video display terminal. Other physical activities will include standing, walking, bending at the neck and waist, stooping, squatting, climbing, kneeling, twisting at the neck and waist. Operating a motor vehicle for long periods is also part of this functions. The ability to lift 15 pounds or move large or cumbersome plans and diagrams from one location to another will be necessary. Other activities may be reaching above or at the shoulder, pushing or pulling, or simple grasping.

WORK ENVIRONMENT

Incumbent will be working in an outside and inside environment. Incumbent will work in a climate-controlled office under artificial light. Base of operation, however, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent may expect to be outside in all kinds of weather, may be performing duties at the side of the road or in the roadway itself and be exposed to vehicular traffic. Incumbent may be required to work in emergencies caused by accidents, storms and other hazardous conditions, and catastrophic events.

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.)