

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent	OFFICE/BRANCH/SECTION District 3, Maintenance Support	
WORKING TITLE Safety Roadside Rest Area/EM Coordinator	POSITION NUMBER 903-600-6282	EFFECTIVE DATE 10-14-2015

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 supervision of a Caltrans Maintenance Manager II, the incumbent in this Specialist position is the District 3 Maintenance Division's Safety Roadside Rest Area (SRRAs) and Homeland Security Coordinator and is responsible to work with the Districts Public Information Office (PIO) to assist in preparing media news releases and to disseminate information. This position is responsible for contents of kiosks/display cases at all SRRAs within District 3. Responds to questions and complaints from the public, reviews plans and encroachment permits prior to finalization. This position also is to keep Caltrans' Emergency Management program at a readiness to respond to any massive disaster emergency such as earthquake, flood, natural or man-made disaster, etc. This position is required to have completed Standardized Emergency Management System/National Incident Management System (SEMS/NIMS) training and a California's Drivers License, Class C. This includes keeping all three District 3 Emergency Operations Centers (EOC)resources up to date for use in an emergency, attending training and other agency's exercises related to Emergency Management, plan and organize monthly EOC training exercises, disseminate training requirements for EOC staff. This position will be a member of District 3 Emergency Management Committee. Valid Drivers License

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
35% E	<p>Responds to inquiries from State Government Officers, Caltrans Executive Staff, District personnel, other agencies and the public regarding the Safety Roadside Rest Areas (SRRAs). Support the SRRAs by assisting the Districts in coordinating and monitoring maintenance activities. Works with the Landscape Architect Program in HQ and District Safety Roadside Rest Area Coordinators in interpreting and implementing changes to policies, laws or regulations affecting the SRRAs; assists Districts in preparing contracts for rest area maintenance to ensure efficiency, effectiveness and uniformity throughout the state. Maintain files on all Safety Roadside Rest Area facilities, including photographs and written evaluations. Coordinate distribution of approved posters or materials to be posted at SRRAs and with the Department of Justice for the monthly placement and dispersal of the Missing Children's posters at the rest areas. Works with the Districts Public Information Office (PIO) office to disseminate necessary information as requested.</p> <p>Acts as Maintenance liaison with the Landscape Architecture Program regarding the implementation of agreements with the Department of Rehabilitation for recovering expenses of vending and various other short term contracts in support of the SRRAS.</p>
20% E	<p>EOC readiness- Required to keep all resources in 3 EOC locations in District 3 up to date which includes but not limited to: Telephone lines, Computers, Emergency Operations Plan (EOP), Response Plans, Contact information, Fan Out Charts, Seating Charts. Updates can occur as personnel move through promotion, transfer, or attrition. Keeps current on new Emergency Management technology and implements this into District 3. Is responsible for coordinating all the components of the emergency management system in the District. Assists local government departments/agencies in the preparation of that department's Standard Operating Procedures in support of District 3 EOP.</p>
15% E	<p>The employee will be required to attend various levels of SEMS/NIMS- Emergency Management type training that is given by Caltrans and other agencies through grants from CalOES. Participation with other agency's Emergency Management exercise is required. Employee will be required to produce After Action Plan reports that are mandated by CalOES on EOC operation.</p>

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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- Interprets and applies all federal and state directives that apply to emergency management into District operation.
- 15% E Functional exercises- Develops an effective emergency training program for EOC staff and serves as the key leader in planning the District's monthly exercises. Acts as a controller during an exercise to ensure staff is working in accordance to requirements outlined in the SEMS/NIMS structure. Works with HQ Office of Emergency Management to plan annual statewide functional exercise that include involvement with other Caltrans' Districts and with other agencies (Golden Guardian type). Reviews and makes recommendations to the EOC Director to the overall function of the EOC.
- 10% E Homeland Security- Serves as District 3 Maintenance Homeland Security Officer. This includes meeting with Federal Department of Homeland Security Officials to discuss strategies, vulnerability, and make assessments to District 3 Transportation infrastructure.
- 5% M Responsible for Cal-Card purchasing as related to prep and readiness of EOC. This includes following proper purchasing procedures as well as documentation and record keeping practices.

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

This position does not supervise. Acts as a controller during an exercise to ensure staff is working in accordance to requirements outlined in the SEMS/NIMS structure.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires knowledge and abilities to adhere to all Caltrans policies and directives. Knowledge of the laws and regulations governing emergency management. Knowledge of emergency and/or disaster planning principles and practices. Skill in managing and coordinating disaster recovery operations. Skill in both verbal and written communication. Skill in the use of a computer and related software. Ability to establish and maintain effective working relationships. Ability to analyze information under emergency operating conditions and directing the course of action to be taken. Valid Drivers License

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position routinely requires obtaining information from Internal and External customers and transferring that information into databases. This information will be used on a daily and emergency basis by our Department's personnel. The consequences of poor data entry, in both electronic and hard copy form may result in delays, additional costs, and possible liability to the Department. This information is confidential and must be protected under the requirements of Information Security Policies and Directives.

PUBLIC AND INTERNAL CONTACTS

Daily communications with all District 3 Caltrans Divisions, Caltrans HQ Office of Emergency Management, local Law Enforcement Agencies, the public and California Emergency Management Agency is required for this position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This individual is expected to maintain professional and courteous behavior in their daily interaction. Work involves moderate work generally in an office setting. Frequently, the work setting will be outdoors. Employee will be required to transport emergency operations set up equipment such as laptop computers, easels, phones, cots and tents. Incumbent may be required to set up emergency shelters/tents. There is frequent need to walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. Employee may be required to sit for long periods of time using a keyboard and video display terminal. This employee must have the ability to perform sustained mental activity as during report writing and attending meetings. Emotional requirements include the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses. This employee must be able to drive throughout the District, as well as drive throughout the State, to work and attend meetings. This individual must possess a California Drivers License, Class C. The employee may be required to work long hours, nights and weekends in a wide

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range of extreme weather conditions.

WORK ENVIRONMENT

This position reports to District 3 Office Building in Downtown Marysville with artificial lighting and forced air and heat. The office is an open space environment with cubicle stations. This position will be required to set up EOC work stations indoor and outdoors. Incumbent will be required to work outdoors frequently, at various locations including the SRRAs within District 3. This position is a 5/40 schedule, Monday through Friday. This position may be required to work additional hours during activation of the District's EOC.

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
