

03-5-505

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent	OFFICE BRANCH/SECTION District 3/Maintenance Support	
WORKING TITLE Maintenance Utility Coordinator	POSITION NUMBER 903-600-6282-	EFFECTIVE DATE 07/01/2014

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 supervision of the Maintenance Support Administrator, a Staff Services Manager I, the incumbent works with Traffic Electrical Engineering, Construction, and Headquarters Accounting to maintain an accurate inventory of the district's electrical assets for allocation of budgeted resources and proper payment of utility invoices. The incumbent also supports the District Water Manager.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
30%	E	With the Headquarters Caltrans Electrical Area Superintendent, incumbent is the District 3 resource that will have the rights and capability to change electrical assets in the Integrated Maintenance Management System (IMMS) and assures statewide uniformity and compliance with current policies and procedures. Maintain computerized IMMS electrical highway inventory. Perform audit of electrical assets by analyzing and verify the percentages showing on the Electrical Maintenance Agreement (EMA) for City and County and comparing the information to what is in IMMS. Determine what the discrepancies are between the EMA and IMMS and work with Traffic Engineering and Construction personnel to resolve the discrepancy. Periodically will need to go out into the field and perform a physical inventory, verifying the locations and tag numbers of all the electrical assets and update the IMMS system if discrepancies are found.
30%	E	Assist the District Water Manager in the preparation of training material and formal training courses to be presented to landscape maintenance crews. Assist District Water manager in scheduling and presenting training. Assist the District Water manager with gathering, recording, and maintaining landscape inventory and preparing reports. Assist the District Water Manager in the review of water invoices from vendors, including conducting field audits to ensure accuracy in water vendor charges. Assist the District Water Manager in tracking water cost responsibilities between Maintenance and Construction to ensure proper charging.
25%	E	With information gathered from load summary sheets, complete the form FA-2134, Utility Service Request to assign, modify, and terminate account billing information in AMS Advantage. Review and research all mail that is delivered to the unit pertaining to utility bills to determine if it is our bill to be paid and/or other relative utility information for us and if not, forward to who is responsible. Work with various agencies and Caltrans Accounting to resolve unpaid utility payments.
15%	M	Provide backup support to other Maintenances support staff when needed. This may also include contract management and CAL-Card purchasing.

<sup>1</sup>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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

Knowledge of:

- Division of Maintenance programs and organizational structures
- Computer software and databases used by Caltrans such as: MS Excel, MS Word, AMS Advantage, and IMMS

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- Purchasing methods and inventory processes

### Ability to:

- Exercise good judgment and make logical decisions
- Analyze and interpret a variety of information
- Work cooperatively and develop good working relationships with other district and headquarters staff
- Communicate effectively both verbally and in writing
- Provide quality customer service
- Plan, organize, prioritize, and work independently
- Analyze utility bills for accuracy, proper rates, and proper charges

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires the incumbent to be able to identify issues and errors in billing and inventory. Errors in billing may result in monetary loss to the state. Errors in inventory may result in a decreased budget allocation to the division.

### PUBLIC AND INTERNAL CONTACTS

The incumbent will work with all levels of staff and management within the department. The incumbent will deal directly with representatives from cities, counties, utility companies and the public. Communicates frequently with Traffic, Headquarters, and Maintenance staff.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- The incumbent may be required to sit or stand for long periods of time using a personal computer and travel to attend meetings.
- Must be able to develop and maintain good working relationships and interact with many people, often in stressful situations, while maintaining a calm and diplomatic attitude.
- Must have the ability to focus and concentrate for long periods of time.
- Must quickly grasp new information and comprehend technical policy and procedural documents.
- Must have the ability to multi-task and adapt to changes in priorities and to complete tasks with short notice.

### WORK ENVIRONMENT

Work hours will typically be set between 6:00 am and 6:00 pm. While at their base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. May require occasional travel outside of normal work hours and overnight.

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)

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SUPERVISOR (Signature)

DATE