

03-4-558

Proposed

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent	DISTRICT/DIVISION/OFFICE District 3/Maintenance/Maintenance Support	
WORKING TITLE Maintenance Facilities Program Manager	POSITION NUMBER 903-600-6282-xxx	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: Working under the general direction of the Chief, Maintenance Support, a Maintenance Manager II, the incumbent functions as the District 3 Maintenance Facilities Program Manager. Incumbent is responsible to address and/or resolve all facility and equipment related issues, reports, documentation and service contracts. Regular and punctual attendance is required. Responsibilities include, but are not limited to:

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% (E)	Manages all major labor contracts on an ongoing multiyear basis for approximately 45 Maintenance facilities. Ensures compliance with contract provisions; monitoring contractors' performance to ensure work is on schedule, complete, and acceptable; requesting and approving products and/or services; reviewing invoices; monitoring expenditures; authorizing payments; requesting timely contract renewals, or amendments, when necessary; and closing out contracts. Processes invoices for payment working with Advantage and Excel spreadsheets ensuring no contract is over-expended and reports contract balances to management weekly for budget purposes.
25%(E)	Maintenance Facilities Program Manager will work on long term planning of replacement, improvement and maintenance projects for the district's maintenance facilities. Work with Headquarters Staff, District Management, other Maintenance Support functions, Field Maintenance personnel and necessary governmental agencies to help ensure continuing improvements to, and compliance of laws, rules and regulations pertaining to maintenance facilities.
15% (E)	Responsible to understand, assess and have knowledge of all aspects pertaining to Maintenance Facility mechanical systems and equipment. Efficiently and effectively manage, utilize and balance priorities among all available resources including regular staff, intermittent staff, overtime, service contracts, operating expenses, rented and Departmental equipment and other Caltrans staff.

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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- 10% (E) Oversees the maintenance and design code changes for five tiered security locking systems, records of bittings (1500 combinations presently being used); necessity of rekeys; and installation of necessary security hardware.
- 5% (M) Responsible for the management of Maintenance facility resources within an area of responsibility in order to adequately respond to needs as they arise and assure that levels of service are maintained. Resolve contract budget and accounting issues by working with various partners internally and externally to assure adequate budget capacity and correct charging practices. Responsible to assure the accuracy of data input into the EFIS/Info Advantage system.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise others.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of statewide Maintenance functions and the purpose, mission, vision and goals, as well as the organization and procedures of the Department of Transportation. Other areas of knowledge incumbent should be familiar with are the Departmental Safety Manual, Maintenance Manual, Code of Safe Operating Practices, California Code of Regulations, Title 8, Industrial Relations and Safety Orders. Must be able to analyze situations accurately and adopt an effective course of action and detect unsafe conditions and practices and plan, organize, conduct, and evaluate safety training.

Knowledge of: the methods, materials, tools and equipment used in the construction, maintenance and repair of buildings, building equipment and mechanical equipment installations; codes, rules, regulations and Safety Orders applicable to the various building and mechanical trades; methods used in requisitions, receiving, storing, and using tools, materials and supplies. Must have knowledge of Excel, Advantage, and Outlook programs; and the Division of Procurement and Contracts' Contract Managers Handbook.

Ability to: Read and write English at a level required for successful job performance; assign, supervise and inspect the work of building and mechanical trades journeypersons; read and interpret blueprints and work form plans and specifications; estimate labor and material requirements; keep records and prepare reports; analyze situations accurately and take effective action. Must be able to analyze a variety of situations relating to building maintenance and develop positive solutions and take effective actions as necessary.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Errors in judgment or procedures may result in inefficient use and/or alter funding of resources; affect Caltrans' ability to deliver its work programs on schedule; compromise public safety and may incur liability and embarrassment to the Department. Errors in improper work practices could endanger the safety of Contractor's staff, Caltrans employees, and the public.

PUBLIC AND INTERNAL CONTACTS

Incumbent will interact with various levels of Caltrans employees, outside vendors, and management, OSHA and State Fire Marshall, and local air management boards.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

This position requires interaction with many people. It is important that employees work with others in a cooperative manner. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic

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and persistent, even under adversity. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent must be able to concentrate in order to review and create documents and meet strict deadlines. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. Must be able to sit and/or stand for long duration and perform tasks utilizing a PC.

WORK ENVIRONMENT

While working in the office, employee will be required to work on a computer and keyboard and may sit for extended periods of time. Extensive travel is required throughout the District. Employee will work under a variety of conditions while away from this office. This may include working in adverse weather conditions, working with electrical and gas powered equipment, and working with possible hazardous materials and supplies.

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)	
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE