

POSITION DUTY STATEMENT

PM-0924 (REV 52015)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent	DISTRICT/DIVISION/OFFICE 03 / Maintenance / Sutter-Sierra	
WORKING TITLE Field & Facility Contract Manager	POSITION NUMBER 903-709-6282-XXX	EFFECTIVE 8-20-15

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:

Working under the general direction of the Caltrans Maintenance Manager II, the incumbent will initiate, coordinate preparation of, schedule, and direct contract work for a territory covering 2250 lane miles that spans 9 counties which include: Placer, Nevada, Butte, Colusa, Sutter, Sierra, Glenn, Yuba and El Dorado. The contracts to be managed will be for a variety of specialized field maintenance activities such as but not limited to; debris removal, pavement grinding, guardrail repair, rest area cleaning and snow personnel motel housing. With his/her detailed and specific knowledge about materials, methods and equipment used in the construction and maintenance of highways, structures, tunnels and tubes, and Caltrans maintenance methods, the Field & Facility Contract Manager will manage a portfolio of contracts required to accomplish peak and/or occasional workload within the Region. The incumbent may be required to work irregular schedules. The Sutter/Sierra Region is a high profile snow region and travel is required. A valid driver's license is required. The incumbent will perform the following specialized duties:

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% (E)	Contract Manager for District 3 Sutter/Sierra Field & Facility Maintenance Contracts. Develop, review and maintain all field contract activities involving the contractor while working with District Budgets office and the Department of Procurement and Contracts (DPAC). Prepare and review the scope of work performed by field vendors to ensure all work is completed per the contract language and the compliance measures. Review and track prevailing wage contracts. Review & maintain all Field & Facility contracts such as: garbage, sanitation, guardrail, grind & pave, linen, revenue agreements, rodent control, janitorial, inmate programs, CCC, water testing, motel and housing for snow

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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removal. Work with the California Conservation Corp. and County Inmate Crews for litter removal contracts. Coordinate and utilize District 3 Stormwater funding, working closely with the District 3 Stormwater Coordinator and keeping track of all contract dollar amounts. Works closely with District 3 Budgets analyst for Maintenance. Ensure vendors are in compliance with safety regulations for roadside rest areas such as: Donner, Gold Run, Omega, Maxwell and Willows. Prepare contract requests, including scope of services, requests for amendments and renewals as needed, and resolve issues to facilitate contract approval. Schedule contract work to optimize program effectiveness. Will travel to field sites to review contract work.

- 25% (E) Ensure that work is performed within the scope of work, on schedule, within budget, and that all work is completed and is accepted by the Department before the contract(s) expire. Monitor Contractor's and sub contractor's to ensure compliance with all contract provisions, Contractor's performance and terminate contract if appropriate. Inspect contract work in active work zones in accordance with Caltrans highway safety guidelines. Close out contracts when appropriate including the disencumbering of funds, evaluation of contractor, authorization of final payment of invoices and if applicable, request renewal of contract.

- 20% (E) Develop and maintain contract cost and production data as required for program evaluation and vendor compliance review. Obtain and review contract data records ensuring contract specifications are met. Evaluate the Contractors performance to ensure services are performed according to the quality, quantity and manner specified in the contract.

- 10% (M) Review reports provided by Headquarters Maintenance, Accounting, Budgets and others. Resolve contract budget and accounting issues to assure budget capacity and correct charging practices. Review manual revisions and safety orders for their application and impact on Maintenance Contracting activity. Evaluate Legislative Bills for possible impact on Maintenance Contract. Evaluate employee suggestions that apply to maintenance contracts for the Merit Award Board.

SUPERVISION EXERCISED OVER OTHERS

May act as a Lead when the Maintenance Manager II or other Superintendents are unavailable.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Considerable initiative is required for this position. The incumbent must establish and maintain records and prepare cost estimates and reports; assist in preparation, read, interpret and work from technical contract documents; effectively direct the work of others; analyze situations accurately and adopt an effective course of action; detect unsafe conditions and practices.

Must be familiar with the various resources needed to properly prepare reports concerning Maintenance Contracts. The Field & Facility Contract Manager, is responsible for maintaining all invoices, records and relevant documentation for three years after the termination of a contract. At any time during this period, an independent audit may be conducted to verify performance, compliance, and appropriateness of authorized payments. The Field & Facility Contract Manager must manage resources, equipment and materials used in highway, landscape, or structure maintenance, managing scope, schedules and cost as well as monitoring performance of contractors. The Field & Facility Contract Manager must have knowledge of the procurement rules and procedures, rules and regulations pertaining to highway emergency services, provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles and accident and fire prevention techniques.

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, the Departmental Safety Manual, the Maintenance Manual, the Code of Safe Operating Practices, and the California Code of Regulations, Title 8, Industrial Relations, 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. Must be able to communicate well both in writing and in person, with all levels of maintenance management. This includes both District and Headquarters functions. Must be able to deal effectively with people.

Must have a thorough understanding of the Department's functions and resources, an understanding of the many transportation programs throughout the Department; exclusive knowledge of highway maintenance, landscape and roadside maintenance; staffing and fiscal control. Must possess a thorough knowledge of statewide Maintenance functions and the purpose, mission, vision and goals, as well as the organization and procedures of the Department of Transportation.

Must understand the overall goals and objectives of maintenance program.

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CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent is responsible to provide guidance and direction, as well as oversee the activities of contractor. Ensure that the contractors and/or sub contractors adhere completely with all aspects of the contract and with State policies and procedures.

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

The incumbent will have contact with contractors, vendors, suppliers, Field Maintenance personnel, District, Headquarters and other Caltrans Departmental staff. Incumbent is required to project a professional image, and develop and maintain effective working relationships.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent will work in a climate controlled office under artificial light. Must have the ability to work on a keyboard and video display terminal, and sit for a long period of time. Will be required to travel in state and work outdoors 45% of the time. May be required to move/place objects by lifting, pulling, pushing, and carrying; as well as grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground and working in confined spaces. The incumbent will be required to wear earplugs for loud noises; wear appropriate safety gear at all times. The incumbent will spend considerable time in the field, both traveling to and from work sites and on foot while inspecting contractor's work.

The incumbent must be able to cope with emotionally charged issues and will be required to remain tactful and courteous but firm when dealing with contractors or the public under stressful and possibly adverse conditions. The incumbent must be emotionally stable, alert, and aware at all times, and must be able to see and hear, with or without corrective assistance, at a level required for satisfactory job performance to ensure the safety of the traveling public.

WORK ENVIRONMENT

Work irregular hours during winter season to administer region snow haul contracts or act as the night Superintendent for the Gold Country Area. Work locations may be in any part of the Region and weather conditions will vary widely from hot and mostly dry summers with occasional heavy thundershowers to wet and cold winters with heavy snow and rain. Incumbent must be prepared to work outdoors in inclement weather and extreme temperatures.

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This position requires extensive travel throughout the assigned area, in addition to occasional travel to other parts of District 03 and elsewhere in the State. Emergency response and work at night and weekends will be required as needed.

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)	

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	

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