

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent (Specialist)	OFFICE BRANCH/SECTION District 4- Maintenance Services	
WORKING TITLE District Adopt-A-Highway Coordinator	POSITION NUMBER 904-605-6282	EFFECTIVE DATE 04/01/2015

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 will perform a variety of duties related to the Adopt-A-Highway Program (AAH). Conducts ongoing community outreach to promote the AAH Program. Coordinates with Public Affairs regarding inquires from media and public officials. Ensures that AAH permit applications are processed and that applicants meet the criteria set in the AAH Program. Maintains District 4 program database and ensures adoptable sites are available for review. Communicates periodically with active participants and contractors addressing their concerns or questions of the AAH program. Generates formal warning letters when adopter's level of performance is deficient. Requests revoking the encroachment permit of the adopter for repeated violations. Incumbent maintains AAH database and provides reports to management. Provides training and assistance to District personnel.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
65% E	Incumbent promotes and coordinates the Adopt-A-Highway Program. Provides assistance to AAH applicants throughout the adoption process. Reviews and approves applications, recognition sign content for compliance with AAH regulations, and other documents related to the adoption process. Reviews qualifications of first-time applicants against the AAH Program eligibility requirements. Establishes a "waiting list" for sites that are desired by more than one applicant. Records and maintains data base for adoptions including the following: All adoption sites, List of all participants and waiting list applicants, Dates and deadlines for adoption process, Performance monitoring of participants including contractors, Historical information of former adoptions and waiting lists, and Generate reports for public distribution.
20% E	Generates the monthly AAH Litter Reporting Form summaries and statistics for Headquarters, District Management and program applicants using Access, Excel and Word documents. Attends meetings with Statewide AAH Coordinators. Performs safety reviews, safety orientations, and trains Regional AAH Coordinators on an as needed basis. Coordinates with District Supervisors and assist them with the AAH regulations.
15% E	Works with External Affairs and District Public Information Office for response to inquires from the general public, legislators, local officials and the media. Conducts meetings with various agencies, associations, environmental groups, and California Highway Patrol for litter, vegetation and graffiti related issues in the AAH Program. Monitors the Caltrans District 4 Websites that contain AAH information, receives web messages regarding the program and ensures that responses are completed.

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

The Adopt-A-Hwy Coordinator, while not supervising staff, provides leadership and direction in AAH functions. Provides guidance to the Assistant AAH Coordinator.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The position requires the employee to have complete and overall knowledge of the regulations, policies, procedures, traffic control requirements, encroachment permits requirements and processes. Incumbent must have good English oral and written communications skills. Must be proficient with Microsoft Office software that includes Access, Excel and Word. Need to have a general knowledge of Caltrans plants and the requirements for setback from pavement. Knowledge of the policy, materials, methods and equipment used in installing AAH signs. Ability to analyze AAH

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situations accurately and to communicate professionally with the public. Requires the ability to attend, organize and lead meetings within Caltrans and the public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error in applying the AAH program could result in placing the Department in a reduced opinion or negative view from the public. Failure to properly apply the safety standards can result in injury to state employees or members of the public. Error in the input of data reduces the accuracy of program reports and the proper timely response to the public. Poor or inadequate decisions can be costly to the Department in terms of liability and inefficiently providing Region Maintenance support in litter removal and other programs.

PUBLIC AND INTERNAL CONTACTS

Incumbent will have a broad area of contact and will work with District staff, including Administrative Services, Landscape Architecture, Environmental, Permits Branch, Traffic and the Public Information Office. Has regular contact with Headquarters AAH Program staff, The District's Maintenance support in litter removal and other programs.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time and use a computer terminal, keyboard, mouse and video display. Occasional bending, stooping, twisting, and kneeling are required to perform filing and other office tasks. Incumbent will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings. Incumbent will be required to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and display empathy to others. Incumbent may be required to spend periods of time driving to field offices and reviewing AAH sites, walking on uneven terrain and work in inclement weather conditions.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial light. Will be required to use personal computers and telephones. Computer work includes input of data, at times repetitive, and for extended periods of time. Other physical activities will include accessing files, manuals and other resources at various Caltrans offices. Incumbent may be required to spend periods of time driving to field offices and reviewing AAH sites, walking on uneven terrain and work in inclement weather conditions.

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