

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent (Specialist)	OFFICE/BRANCH/SECTION Caltrans/Maintenance/Maintenance Support	
WORKING TITLE IMMS Coordinator	POSITION NUMBER 904-605-6282	EFFECTIVE DATE 7-1-14

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 Integrated Maintenance Management System (IMMS). Perform data input, analyze data input by end users, take effective course of action to resolve issues; provide guidance to Maintenance Supervisors and end users on proper reporting procedures and use of the application. Input data for Districts IMMS Asset Inventory and submit updates to Headquarters IMMS. Prepare detailed and accurate reports for District management pertaining to IMMS data. Must have ability to prepare spreadsheets and be proficient in Excel, Word and Power Point applications. Provide presentations and training for management and end users on IMMS updates and new procedures.

**TYPICAL DUTIES:**

Percentage	Job Description
60% E	Incumbent will assist end users with guidance and support related to the IMMS program. Will act as an IMMS "Help Desk" for resolving questions and correcting errors. Perform data input, analyze data input by end users, take effective course of action to resolve issues. This includes monitoring proper charging practices, timely Work Order completion and Service Request resolution. Relay information for procedure changes within the system.
20% E	Works with other Caltrans divisions providing IMMS data for inquires of various subject matter. Input data for Districts IMMS Asset Inventory and submit updates to Headquarters IMMS. Provide presentations and training for management and end users on IMMS procedures and system changes.
20% E	Prepare detailed and accurate reports: Overtime, Litter Removal, Guardrail Repair, Crack Sealing Production, Striping Production, Error Reports for District Management pertaining to IMMS data. Prepare spreadsheets in Excel, Word and Power Point applications.

<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**

The IMMS Coordinator, while not supervising staff, provides leadership and direction in IMMS functions.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Incumbent must have a good working knowledge of highway maintenance standards, Maintenance Manual Volume II, Integrated Maintenance Management System (IMMS), field operations, computer literacy, and plan reading. A reasonable understanding of resources used to accurately record asset management and cost data for Caltrans infrastructure. He/she must have good verbal and written communication skills, ability to work independently with minimal supervision, utilize a personal computer, and be proficient with Hanson software used for IMMS, Excel, Word, Power Point, and Outlook. Must be able to create and maintain spreadsheets and data basis.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Incumbent is responsible for a program that has statewide significance. The IMMS Project is of critical strategic importance to the Department and to the Maintenance Program in particular. Failure to properly execute duties may have far-reaching impacts to the Department's credibility and could impair field maintenance productivity should the IMMS project goals not be achieved.

**PUBLIC AND INTERNAL CONTACTS**

This position requires a continuous relationship with Headquarters and District staff. Contacts are also necessary with

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

various internal and external clients.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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 asset inventory, 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 asset inventory, 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