

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Maintenance Area Superintendent (Specialist)	Caltrans/Maintenance/Maintenance Support	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Storm Water Coordinator	904-608-6282	7-17-14

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: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the supervision of a Caltrans Maintenance Manager II and with functional direction from a Caltrans Maintenance Manager I, the incumbent will assist the MM I in the review of storm water compliance to maintenance activities. This includes but will not be limited to: monitoring and evaluating Best Management Practices (BMP's) for installation and effectiveness, performing various field investigations and site reviews, reviewing Facility Pollution Prevention Plans (FPPP's) for compliance and provide recommendations, attending various meetings, assisting in coordinating training, and assisting in preparing the District storm water annual report to Headquarter Storm Water Management Program. This position requires the incumbent to possess a valid driver's license.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M) ¹	Job Description
55% (E)	Assists with slope inspection, monitoring and evaluating Best Management Practices (BMP's) for installation and effectiveness. Review Facility Pollution Prevention Plans (FPPP's) for maintenance and non-maintenance facilities for compliance and provide recommendations. Attend meetings regarding the National Pollutant Discharge Elimination System (NPDES) permit and the Caltrans Storm Water Plan (SWMP). Assist with the preparation of the District's annual storm water report to the Headquarter's Storm Water Management Program.
30% (E)	Assist in the Storm water inspection programs, facility inspection program, Maintenance activity inspection program, BMP implementation, material storage and testing, illicit connection or illegal discharge-reporting program, sweeper material locations, testing, disposal, and non-compliance issues.
10% (E)	Assist in coordinating with Headquarters Maintenance for storm water maintenance training for district personnel. Input data using various computer software, including Word and Excel spreadsheets.
5% (M)	Review encroachment permits and construction plans and assist field Maintenance in the selection of erosion control materials.

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 Storm Water Coordinator, while not supervising staff, provides leadership and direction to supporting Storm Water functions.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Incumbent must have a good working knowledge of specifications and Storm Water requirements, highway maintenance standards, Maintenance Manual Volume I and II, BMP's for field operations, computer literacy, and plan reading. He/she must have good verbal and written communication skills, ability to work independently with minimal supervision, utilize a personal computer, and be familiar with Excel, Word, Power Point, and Outlook. Proficiency in creating and maintaining spreadsheets and data basis is also desirable.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for a program that has statewide significance. Not accurately gathering or reporting of information could result in adverse public reaction, loss of credibility and inefficient operations in the Storm Water Maintenance Program. Errors in judgment and decisions could result in citations and fines that would negatively impact the department's relationship with Federal, State and County regulatory agencies.

PUBLIC AND INTERNAL CONTACTS

This position requires a continuous relationship with Headquarters and District staff. Contacts are also necessary with 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 will also be required to spend time driving and evaluating storm water functions, walking on uneven terrain and working outdoors in inclement weather.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial light. Will be required to use personal computers and telephones for long periods of time. Other physical activities will include accessing files, manuals and other resources at various Caltrans and external offices. Incumbent will also be required to spend time driving and evaluating storm water functions, walking on uneven terrain and working outdoors in inclement weather.

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.)

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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