

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent (Specialist)	OFFICE/BRANCH/SECTION D5 - Maintenance Support	
WORKING TITLE Maintenance Equipment Manager	POSITION NUMBER 905-600-6282-xxx	EFFECTIVE DATE

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 general direction of the Maintenance Manager II, incumbent is responsible for District 5 Equipment Management, Radio Coordination, MAZEPP Coordination, and META Qualifications. Incumbent normal work hours will be an 8 hour shift, Monday-Friday. Incumbent will work emergencies or supervise shifts that are working nights, weekends and holidays.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Direct and monitor the district's Monthly Equipment Schedule. Initiate and manage the district's Equipment Rental Contract. Review and process invoices for contract and Calcard rentals. Monitor and track equipment rental expenditures database. Monitor the use of rental equipment and provide feedback to staff, Maintenance Manager, and District Deputy Director. Monitor equipment usage for Maintenance and Traffic. Maintain Equipment Usage Database. Prioritize equipment needs and scheduling for the district. Conduct field reviews for policy compliance of BIT Program and Departmental Polices; provide results and recommendations to staff. Identify additional equipment needs. Investigate Abnormal Equipment Failure Reports. Develop the District Annual Equipment Rental Budget and Equipment Replacement selections. Acts as the D5 representative on the Maintenance Safety Action Team (MSAT). Makes special investigations and prepares reports regarding equipment matters in general; coordinates equipment and personnel needs on a district-wide basis; analyzes information provided by the Maintenance Management System; is a member of the District Accident Prevention Committee safety program.
20%	E	Act as liaison between the District and Office of Radio and Communications. Identify communication issues and district's needs. Monitor and report on radio facilities and their physical condition. Monitor work provided by local DGS and contract vendors. Recommend approval or disapproval to Regional Engineer. Maintain District Inventory and provide logistical support for Radio equipment. Update the Online inventory system for all radio equipment with property numbers. Conduct physical inventory every three years. Complete and process Property Survey Reports required to dispose of lost, stolen, damaged, or surplus property. Coordinate repairs, removals, and installations of radio equipment by DGS or authorized outside contractor. Prepare and sign preauthorized COM 207 work. Provide district with necessary information and training to operate radios efficiently.
20%	E	Act as liaison between District and CHP. Monitor MAZEPP program. Maintain usage Database and track expenditures. Review, approve, and forward invoices from CHP to accounts payable. Act as liaison between District and META. Monitor District Equipment Qualification Program. Assess District training needs. Enter qualifications into META database. Provide training records to staff as needed.

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10% M

Manages equipment rental contracts. Prepares requisition requests (RQS's) and credit card purchase (CPO) documents. Requests bids after receiving requestor's instructions; receives bid proposals, prepare purchase documents for approval of commodities and equipment. Performs analysis to evaluate the appropriate approvals and documentation required. Enters and tracks all purchase documents in the Electronic Financial Information System (EFIS). Accomplishes procurement tasks in accordance with all applicable statutes, special purchasing delegation from Department of General Services (DGS), the State Administrative Manual and establishes levels of service for purchasing. Secures internal approvals, prepares transmittal, and monitors process through department and control agencies as appropriate to final approval and execution and under the Contract Delegation Purchase Orders. Processes credit cards orders for material and supplies. Secures approval signatures for encumbrances as appropriate and for services and commodities

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires knowledge of materials, methods and equipment used in the construction and maintenance of highways; operations of a maintenance area; characteristics of construction and maintenance equipment; rules and regulations pertaining to highway maintenance practices; operating characteristics of the Caltrans Maintenance Management system. Must possess knowledge of the California Vehicle Code. Ability to establish and maintain records. Organize, conduct, and evaluate training. Ability to prepare comprehensive reports, and to read and understand policy direction. Must be able to set priorities based on work plans and the needs of the Division of Maintenance. Must be able to understand printouts and databases to track utilization of resources. Ability to make cost estimates and reports; including the keeping of progress and cost records of labor, material and equipment; understand and interpret highway engineering drawings, plans, maps and layouts. Analyze situations accurately and adopt an effective course of action; prepare clear and comprehensive reports and written correspondence.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to perform the duties correctly would result in work being done over at extra cost and could result in accidents and or injuries to the employees and or the traveling public, resulting in extensive liabilities to the State of California. Employee is responsible to carry out all safety requirements of the Department.

PUBLIC AND INTERNAL CONTACTS

Must maintain professional demeanor when interacting with the public, equipment vendors, other state agencies such as, but not limited to CHP and DGS, and all levels of Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must have the ability to work on a keyboard; manual dexterity; sitting for extended periods of time; develop and maintain cooperative relationships; ability to focus for long periods of time. Incumbent may be required to wear safety equipment, such as earplugs, hard hats, etc. Requires occasional bending, stooping and kneeling. May have to walk on uneven surfaces & climb slopes. Respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses.

WORK ENVIRONMENT

Incumbent will be working in outdoor and indoor environments. Incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent may be expected to be outside in all kinds of weather. Incumbent may perform duties at the side of the road or in the roadway itself, where they will be exposed to vehicular traffic. Incumbent will be required to work in

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emergencies caused by accidents, storms and other hazardous conditions, and catastrophic events.

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