

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Caltrans Area Maintenance Superintendent (Specialist)	DISTRICT/DIVISION/OFFICE 06/Maintenance	
WORKING TITLE Maintenance Contract Coordinator	POSITION NUMBER 906-600-6282-	EFFECTIVE 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:

Working under the direction of the Caltrans Maintenance Manager I/II, the incumbent will manage contracts for the District 6 Field Maintenance Branch. The incumbent will be cross-trained to assist other staff including the district Hazmat Manager and the Storm Water Coordinator. This position may require working irregular hours, including nights and weekends. May require emergency response as needed to all routes within the assigned area of responsibility.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)	Job Description
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45% (E)	Manages contracts for District 6 Maintenance Division. Discusses with appropriate parties the need for a contract, alternatives, timeline, procedures. This position provides analytical preparation, including scope of work, requests for amendments, renewals, bid processing, as well as all negotiating, schedules, budgets, encumbrances, dis-encumbrances, prompt payment, and adjustments needed throughout the life of the contract and contract approval without delays. Monitors and evaluates services provided by contractors, and contractor performance, to ensure services are performed according to language in the contract, and follows up with appropriate paperwork to pay vendors, monitors and validates encumbrances, maintains encumbrance log from inception to liquidation of the monies, and is proactive in meeting the Department's Small Business Enterprise goals throughout the contracting process. Serves as the liaison and provides correspondence to external customers including documentation required by Division of Procurement and Contracts, Division of Accounting. Provides excellent customer service and assists vendors with all contract related issues. Prepares and develops analytical reporting of data, for production, program evaluation, best practices, and cost savings requests made by various levels of management and HQ Accounting/Budgets. Meets with vendors, provides written correspondence, documentation, dispute vendor invoices, and represents the Department
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throughout the process. Also responsible for analysis of generated reports, reconciliation of discrepancies, and end of the year clearing and accounting balances.

- 30% (E) Assist the district's Hazardous Materials Specialist with various duties including hazardous material spill response, generated waste, and the proper handling and storage of generate waste. The incumbent will help with the keeping of record reviews, compliance orders, and with enforcement of hazardous materials laws and regulations. The incumbent may participate in feasibility studies and remedial action plans and will work as part of an interdisciplinary team to develop legislation, regulations, policies, procedures, alternative technologies, and practices associated with hazardous materials management. May also be required to provide testimony in legal or administrative hearings, collect data, and prepare related correspondence, scientific articles, and reports.
- 20% (E) Monitors IMMS and Advantage reports per Headquarters and district policies to ensure compliance and productivity levels are met. Working with management and based on established priorities and work plans, the incumbent will efficiently utilize their time to effectively communicate and promote the department's mission/vision.
- 5%(M) Fills in for field and staff superintendent employees who may be absent due vacation, illness, or other unanticipated reason.

SUPERVISION AND GUIDANCE RECEIVED:

Receives general policy direction from Maintenance Manager I/II but is expected to handle day to day operations without close supervision or review.

SUPERVISION EXECUTED OVER OTHERS:

This is a Specialist position. Incumbent will only be the first line supervisor on a temporary basis, to fill in for vacations, sick leave and extended training. May also be required to be the "Acting" Maintenance Manager I & II, in their absence.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Must have knowledge of materials, methods, tools and equipment used in highway maintenance operations; the Maintenance Management System (MMS) and the Integrated Maintenance Management System (IMMS)

Must have knowledge of rules, regulations and procedures for procurement of materials, goods, and services.

Must have knowledge of rules and regulations of personnel administration, the principles of effective supervision and personnel practices and be able to direct the work of subordinates. Must be familiar with the Department's hiring and promotional programs, including Post & Bid and the manager's role in promoting and implementing the Equal Employment Opportunity program. Must have the ability to maintain and promote a work environment that is free of discrimination and harassment.

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Must be familiar with safety rules and practices, including those pertaining to emergency response, accident situations, fire prevention techniques as well as proper handling and disposal of hazardous materials. Must also be familiar with the policies and guidelines for the Department Stormwater Management Program. Must follow all policies, procedures and safe working practices, setting an example for others.

Must be thoroughly competent in the use of the English Language, making mathematical computations, public speaking, and written communication.

Must understand and use computers in the process of conducting official State business. Must have a working competency in word processing, spreadsheets, and email systems.

Possession of a valid Class "C" California Driver's License.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

Must be able to analyze information provided by the Maintenance Management System (MMS) and the Integrated Maintenance Management System (IMMS); make cost estimates and reports; analyze reports, rules and regulations, and apply to planning, budgeting, cost control, equipment and personnel needs and work scheduling.

Must have the ability to read, interpret and work from plans, drawings and specifications as well as the ability to direct and supervise others in the performance of the work from plans, drawings or specifications.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors may endanger State workers and/or the public. May also cause a waste of time and waste of taxpayer dollars through extra expense in the maintenance of highways, or damage to State equipment, property and facilities. Failure to make timely and proper decisions could endanger human lives, property, and results in lawsuits. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS:

Communication is a key to this position whether by phone, letter or in person. This communication includes the ability to communicate the departmental policies and practices to employees, other governmental agencies, and private citizens, concerning accidents, emergency situations, status of work or complaints. Communicating on a regular basis with public and law enforcement agencies on various subjects, such as traffic control, chemical spills, fire danger, policies, etc., can frequently involve sensitive issues, and this communication requires the ability to project a professional and businesslike image, while building and developing positive working relationships with all effected.

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PHYSICAL, MENTAL AND EMOTIONAL EQUIREMENTS:

May be required to work long shifts with little or no advance notice in various weather conditions.

Must be able to make sound decisions in stressful situations. Must be able to deal with people both professionally and calmly understanding that you may or may not agree with their position, but are charged with the duty to uphold and enforce the policies and procedures of the Department and that of the State government. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations, recognize emotionally charged issues or problems; and acknowledge the various responses.

Must have a valid Class 'C' California Driver's License, (a Class A/B license is also desirable, but is not a required condition of position).

Incumbent must have physical ability to react quickly to errant motorist

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected Hearing is acceptable.

Sight needs to be corrected to the State of California of Motor Vehicles standers for safe driving. Night vision must be good for safety when working after dark.

Employee may be required to lift, bend, kneel, reach, push, pull, sit and stand for long periods of time. At times, this position may occasionally be labor intensive. Employee must be able to work alone or in a group environment.

WORK ENVIRONMENT:

This position requires extensive travel throughout the assigned area, in addition to occasional travel to other parts of District 06 and occasionally elsewhere in the State. Emergency response and work at night or weekends will be required as needed.

The incumbent will be exposed to computers, various lighting conditions, standing or sitting for prolonged periods. Must be able to work at a keyboard and focus on complex tasks for long periods of time. Must be able to organize and prioritize large volumes of work documents. Normal working hours will be set sometime between 6:00 am and 6:00 pm. Overtime may be required, and vacations may be restricted during peak times, and fiscal year-end closing. At times, travel throughout the district and State wide will be required. Assignments in the field may be required where exposure to high speed traffic will occur. Wearing and use of all required personal safety equipment will be required at all times.

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I have read and understand the duties listed above and can perform them with/without reasonable accommodation.

Employee Name (please print)

Employee signature Date

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

Supervisor Name - Steve Fuller

Supervisor signature Date