

STATE OF CALIFORNIA – DEPARTMENT OF TRANSPORTATION
CMAS STORM WATER/HAZMAT DUTY STATEMENT
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CLASSIFICATION TITLE CALTRANS MAINTENANCE AREA SUPERINTENDENT (Specialist)	DISTRICT/DIVISION/OFFICE DIST. 06/ MTCE/ OFFICE OF FIELD MTCE/ 1595	
WORKING TITLE STORM WATER HAZMAT - 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:

Under the general direction of the Maintenance Manager II, Maintenance Area Superintendent is responsible for conducting, monitoring, and analyzing the Storm Water compliance activities of District 6. This position is responsible for coordination of Hazmat spill cleanup and incident response.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

45% (E)	The incumbent will compile and prepare materials to report the compliance activities for the Caltrans Annual Report to the State Water Resources Control Board regarding the Maintenance Storm Water Protection Program. The incumbent will prepare all necessary reports to Federal, State, and Local agencies regarding Maintenance Storm Water activities. The incumbent will review and modify as needed Best Management Practices (BMP) for all maintenance activities and Storm Water Pollution Prevention Plans (SWPPP) for approximately 20 facilities. Incumbent will train other maintenance employees to increase awareness of the Federal Clean Water act and related regulations and the ramifications thereof as well as storm water pollution and how to reduce the impact on the environment. Incumbent will work with the Region Managers and the District Division Chief to prepare, monitor, and evaluate the District 6 annual work plans and performance measures. Field inspections of
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¹ 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

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operational BMPs and facility SWPPPs will be conducted as needed and documented in compliance with the permit. Besides training, writing reports, inspecting maintenance facilities, documenting inspections and follow-up reports, this position will require evaluating employees training records and facility inspections and making conclusions as to the status of maintenance compliance with NPDES permits. The incumbent will assist the Environmental Manager in constructability, construction and post construction reviews to identify storm water issues that will have an impact on the maintenance program.

Working with the Maintenance Manager, the incumbent will manage the Storm Water Operating Expense budget for the Maintenance program, including allocating to the Area level, and ordering, storing, and distributing Storm Water supplies to Areas and Units throughout the district.

- 35% (E) As Hazardous Materials Manager, the incumbent will perform a broad range of activities related to training, assessments, spill response, identification of materials, and remediation of hazardous materials. The incumbent will participate in onsite inspections of Maintenance Stations, will keep and disseminate records for State and Federal oversight agencies, and ensure compliance with and enforcement of hazardous materials laws and regulations.

Will be responsible for all documentation and billing related to hazardous materials spills, and generated waste disposal. This will require a good knowledge of the Advantage accounting system and will required the incumbent to be trained as a contract manager. The incumbent will be required to initiate spill cleanup contracts and use the CalCard system to pay for spills and purchase necessary equipment and supplies.

May conduct consultations, act as highly sensitive liaison and organizational work that requires interaction between citizens, business, local, and other governmental agencies on controversial aspects of hazardous material control activities. May also be required to provide testimony in legal or administrative hearings, collect data and prepare related correspondence, scientific articles, and reports. Consult with engineers on staff regarding engineering elements of assigned responsibilities. In some instances the incumbent reviews, evaluates, and oversees performance of work elements by contractors and other local, State, or Federal agencies. The incumbents is also responsible for assessing potential exposure to hazardous materials and selecting appropriate safety and sampling equipment.

- 15% (B) Identify Storm Water runoff problem areas and coordinate the maintenance
Coordinate Storm Water runoff prevention projects in both the North and South

Regions of District 6. Work with region managers and neighboring districts' coordinators to coordinate special projects and assist with mutual problems.

5% (M) Assist other support staff with heavy workloads and, during staff absences, function as backup staff for the Equipment, Contracts, IMMS, and LOS coordinator positions.

SUPERVISION EXERCISED OVER OTHERS

The incumbent functions as an expert specialist; however, may give direction to Maintenance Staff and field personnel during the performance of his/her duties May direct the work of retired annuitants, student assistants, and other part time staff.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have a good working knowledge of highway maintenance standards and Maintenance Manual Volume II. Should also have a working knowledge of Caltrans Maintenance Program field operations and be familiar with drainage systems and the requirements of the Federal Clean Water Act. Must have the ability, both written and oral, to communicate effectively and make oral presentations to management and staff. Ability to work independently and with minimal supervision is required. Utilize a personal computer and be familiar with Excel, Word, Lotus Notes, and preferably Access software. Proficiency in creating and maintaining spreadsheets and databases using current Maintenance Program standardized software is desirable. Continuous improvement and quality training is also desirable.

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 Storm Water Management Program. Must follow all policies, procedures, and safe working practices, setting an example for others.

Must have an understanding of the basic principles of scientific research, knowledge of chemical, biological, physical, and environmental science, chemical and physical characteristics of hazardous materials and their general effect on human health and the environment, chemical reactions, and effects of hazardous materials and their interactions on the environment and statistical methods of analysis.

Incumbent must have an ability to collect environmental data, analyze and evaluate data, apply scientific methods and principles, analyze situations and take appropriate actions, and prepare clear, complete, and technically accurate reports.

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CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Errors may compromise the Maintenance program’s performance goals, result in monetary loss to the program, substantial misunderstanding between the State and other agencies or the public, breakdown in communication, and loss of confidence and credibility with staff.

Errors may endanger state workers and/or the public. Failure to make timely and proper decisions could endanger human lives, property, and result in lawsuits. Employees of the state may be held liable for their own actions as a result of carelessness on a job.

PUBLIC AND INTERNAL CONTACTS

Must be able to write and speak effectively. Ability to communicate, with and respond to, the general public, other governmental agencies, as well as elected officials and their staff. All contacts require a high degree of sensitivity, personality, respect and occasional confidentiality.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize a variety of documents. May be subject to and have the ability to handle irate public in a calm manner.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. Due to periodic problems with the heating and air conditions, the building temperature may fluctuate.

The incumbent will be required to perform field reviews and inspections on a regular basis and may be exposed to high/low temperatures, rain/snow, and dusty conditions. The incumbent will be required to respond to after-hours callbacks, and may encounter extended shifts, and long hours at highway incidents.

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