

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Maintenance Area Superintendent	Maintenance/D07/Maint Support	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Emergency Management Coordinator	907-601-6282-018	05/22/2014

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:

This position is under the supervision of a Caltrans Maintenance Manager I. This position's purpose is to keep Caltrans' Emergency Management program at a readiness to respond to any massive disaster emergency such as earthquake, flood, natural or man-made disaster, etc. This includes keeping all three District 7 Emergency Operations Centers (EOC) resources up to date for use in an emergency, attending training and other agency's exercises related to Emergency Management, plan and organize quarterly EOC training exercises, disseminate training requirements for EOC staff. This position will be a member of District 7 Emergency Management Committee. This position is also the Maintenance Division's Homeland Security Coordinator. This position is a 5/40 schedule, Monday through Friday. Reporting location is District Office in Los Angeles. This position may be required to work addition hours during activation of the District's EOC. This position requires to have completed Standardized Emergency Management System/National Incident Management System (SEMS/NIMS) training and a California's Drivers License, Class C.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	EOC readiness- Required to keep all resources in 3 EOC locations in District 7 up to date which includes but not limited to: Telephone lines, Computers, Emergency Operations Plan (EOP), Response Plans, Contact information, Fan Out Charts, Seating Charts. Updates can occur as personnel move through promotion, transfer, or attrition. Keeps current on new Emergency Management technology and implements this into District 7. Is responsible for coordinating all the components of the emergency management system in the District. Assists local government departments/agencies in the preparation of that department's Standard Operating Procedures in support of District 7 EOP.
30% E	The employee will be required to attend various levels of SEMS/NIMS- Emergency Management type training that is given by Caltrans and other agencies through grants from CalOES. Participation with other agency's Emergency Management exercise is required. Employee will be required to produce After Action Plan reports that are mandated by CalOES on EOC operation. Interprets and applies all federal and state directives that apply to emergency management into District operation.
20% E	Functional exercises- Develops an effective emergency training program for EOC staff and serves as the key leader in planning the District's quarterly exercises. Acts as a controller during an exercise to ensure staff is working in accordance to requirements outlined in the SEMS/NIMS structure. Works with HQ Office of Emergency Management to plan annual statewide functional exercise that includes involvement with other Caltrans' Districts and with other agencies (Golden Guardian type). Reviews and makes recommendations to the EOC Director to the overall function of the EOC.
10% E	Homeland Security- Serves as District 7 Maintenance Homeland Security Officer. This includes meeting with Federal Department of Homeland Security Officials to discuss strategies, vulnerability, and make assessments to District 7 Transportation infrastructure.

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.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

NONE.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

This position requires knowledge and abilities to adhere by all Caltrans policies and directives. Knowledge of the laws and regulations governing emergency management in maintenance field operations. Knowledge of emergency and/or disaster planning principles and practices pertaining to highway maintenance and safety practices.

The ability to manage and coordinate disaster recovery operations. Ability to communicate effectively in both verbal and written communication. Ability to use a computer and related software. Ability to establish and maintain effective working relationships. Ability to analyze information under emergency operating conditions and directing the course of action to be taken.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position routinely requires obtaining information from Internal and External customers and transferring that information into databases. This information will be used on a daily and emergency basis by our Department's personnel. The consequences of poor data entry, in both electronic and hard copy form may result in delays, additional costs, and possible liability to the Department. This information is confidential and must be protected under the requirements of Information Security Policies and Directives.

PUBLIC AND INTERNAL CONTACTS

Daily communications with all District 7 Caltrans Divisions, Caltrans HQ Office of Emergency Management, local Law Enforcement Agencies, California Emergency Management Agency is required for this position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This individual is expected to maintain professional and courteous behavior in their daily interaction. Work involves moderate work generally in an office setting. There is frequent need to walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. Employees may be required to sit for long periods of time using a keyboard and video display terminal. This employee must have the ability to perform sustained mental activity as during report writing and attending meetings. Emotional requirements include the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses. This employee must be able to drive throughout the District, as well as drive throughout the State, to work and attend meetings. This individual must possess a California Drivers License Class C, The employee may be required to work long hours, nights and weekends in a wide range of extreme weather conditions.

WORK ENVIRONMENT

This position reports to District 7 Office Building in Downtown Los Angeles with artificial lighting and forced air and heat. The office is an open space environment with cubicle stations. This position will be required to set up EOC work stations at District 7 LARTMC, District 7 Office Building, and District 7 Commerce Maintenance Facility.

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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