

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CT MAINTENANCE AREA SUPERINTENDENT	OFFICE/BRANCH/SECTION MAINTENANCE/D07/SUPPORT
WORKING TITLE IMMS COORDINATOR	POSITION NUMBER 907-601-6282-014
	EFFECTIVE DATE 10/06/2014

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 supervision of a Caltrans Maintenance Manager I – in the Office of Maintenance Support. The Coordinator will provide coordination between field Supervisors, Superintendents and Headquarters Maintenance Staff on all aspects of the Integrated Maintenance Management System (IMMS). The position will perform Office and Field reviews and will act as the Division of Maintenance Help Desk for Integrated Maintenance Management System. The employee must have possession of a California Driver's License, Class C to perform the essential job responsibilities. The position is on a Monday to Friday 5/40 work schedule.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	This position is responsible to maintain accuracy and monitor continuously, contacting the supervisors of discrepancies in reporting their expenditures and correcting all Maintenance Errors in the Integrated Maintenance Management System, keeping all maintenance Cost Centers up to date. The Coordinator monitors accuracy and continuously of the District's entire Integrated Maintenance Management System, which also includes the highway inventory by inputting all physical changes and preparing the District's Annual Workload Plan. The Coordinator is responsible for assuring that the District Maintenance resources are reported and the expended are according to policies, guidelines and approved spending plans. This position will coordinate all Relinquishments within Maintenance with all of the other Divisions, within the District and Headquarters. The Coordinator is responsible for acting as the Division of Maintenance Help Desk for Integrated Maintenance Management System to the entire field Supervisors and Superintendent. This position will act as a lead to the Assistant IMMS Coordinator.
25% E	The Coordinator will coordinate, organize, and provide direction, guidance and training to field supervisors and superintendents to assure compliance with Departmental requirements for Integrated Maintenance Management System reporting. This individual represents the District on the statewide Integrated Maintenance Management System Coordinators Committee.
20% E	The Coordinator will prepare detailed reports of the Integrated Maintenance Management System expenditures. This position interacts with Personnel at all organizational levels concerning the Integrated Maintenance Management System.
15% M	The Coordinator will work with the field Supervisors and Superintendents on their Stock area, compiling the information and developing an accurate report for management.

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

This position requires knowledge and abilities to adhere by all Caltrans policies and directives. This position requires knowledge of personal computers. Must have thorough knowledge of maintenance operations and the Integrated Maintenance Management System; responsible for advising field supervisors on how to properly utilize the Integrated Maintenance Management System. Must have a knowledge of the materials, methods and equipment used in the maintenance and construction of all elements of the highway system. Must have knowledge of the methods used in

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developing work standards and productivity measurement. The employee must have a sound knowledge the Maintenance Manual Volume 1 and 2 and also must have a sound knowledge of the Division of Accounting Coding Manual.

The incumbent must be able to use established methods to analyze existing work standards and develop new standards as needed. Must be able to analyze the use of employees, equipment and materials for specific maintenance operations; to review costs and formulate unit cost information; analyze field data so that reported work output of maintenance crews can be properly evaluated and effectively used by field supervisors in planning and scheduling work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This employee is responsible for the accuracy of the District's highway inventory and work standards in Integrated Maintenance Management System. Poor decisions would result in errors in preparing budget requests, since the Integrated Maintenance Management System is the basis for maintenance allocations. The day-to-day decisions are not reviewed and must be carefully thought out. Improper decisions could result in erroneous management information, delays in receiving information needed by supervisors for making management decisions and/or monetary loss to the Maintenance Division.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with Maintenance Division personnel. This employee will also have frequent contact with Headquarters Maintenance personnel and the Statewide Integrated Maintenance Management System Coordinators. This employee will be required to maintain a working relationship with the office of Information Services both District and Headquarters to plan and implement Electronic Data Processing improvements throughout the Division. Public contact is limited to occasional information calls. Employees may be subject to and have the ability to handle irate employees and the public in a calm manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This employee must have possession of a valid California Drivers License, Class C, to accomplish any required field responsibility in the Integrated Maintenance Management System. Employee at times will be required to travel all over the state for meeting and training class. Employee will be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

This employee will be working in a downtown high-rise climate-controlled building with artificial lighting working in a cubicle. Employees will also be required to work outside and travel all over the District and State for meeting. The employee will be exposed to dirt, noise, uneven surfaces, rain, snow, extreme to heat or cold and work nights and weekends.

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)

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SUPERVISOR (Signature)

DATE