STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS MAINTENANCE AREA SUPERINTENDENT	MAINTENANCE/D07/HAZMAT	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
DISTRICT STORM WATER RUNOFF COORDINATOR	907-601-6282	10/31/2015

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 Maintenance Support Manager's (CMM I) direction, the incumbent serves as the District Storm Water Runoff Coordinator. The CMAS has considerable latitude of independent action. The CMAS receives supervision on general job performance by the Caltrans Maintenance Manager, District Hazardous Material/Storm Water Manager.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
25%	E	Directs, coordinates, monitors and develops the Storm Water Runoff Best Management Practices for Maintenance. Works with the various waste contractors and laboratories in the testing of soil samples from stockpiles and drainage facilities. Oversees the treatment or shipping and disposal of waste streams generated by Maintenance forces.
25%	E	Reviews all related documents identified under the Storm Water Program, waste tracking forms, contractor invoices, daily work logs, laboratory analysis reports and prepares receiving records for services. Prepares and forwards required reports to the appropriate regulatory agencies and divisions. Develops and inputs data for the tracking of all Storm Water related information.
15%	E	Works with the District's Storm Water Coordinator, Headquarters Maintenance, Headquarters Environmental, District Maintenance Regions, and the State Regional Water Quality Board to maintain our NPDES Permit. Serves as a district representative to the Statewide Storm Water Committee.
10%	E	Assists in the development and conducting of training in: proper handling, storage, treatment and disposal of generated wastes, and regulatory required compliance training.
15%	M	Serves as advisor on drain cleaning operations. Verifies that all applicable policies, rules and regulations are followed. Recommends corrective action, if necessary.
10%	M	Acts as the Maintenance Liaison in the planning and coordination of Consultant studies and activities related to the Storm Water Program within the District.

[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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

NONE

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This individual must be able to analyze and interpret numerous Federal, State and local requirements concerning the Clean Water Act. This person must know the materials, methods and equipment used in the construction and maintenance of highways and highway structures, the characteristics of heavy construction and maintenance equipment rules and regulations covering highway maintenance policies. This person must have the knowledge of material storage and handling practices at the Caltrans Maintenance yards.

This individual must have the initiative and ability to work in a multi-disciplinary setting at all levels. Must possess well-developed oral and written communication skills; ability to read and understand plans, specifications and estimates;

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analyze and interpret information provided by the Maintenance Management System.

Must have the ability to reason logically, analyze complex problems and develop sound workable recommendations. This individual is the consultant and expert on the Clean Water Act and is required to develop a multi-year plan to maintain compliance. It is this person's major responsibility to maintain a constant review of all the maintenance practices, policies and procedures and analyze all elements and conditions to assure consistency and optimum operational efficiency and safety concerning the Storm Water Runoff. The Caltrans Maintenance Area Superintendent must be able to utilize established computer programs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This individual is consulted with and makes decisions on complex technical problems involving Storm Water Runoff and the Clean Water Act. Failure to make adequate and timely decisions could result in poorly maintained or unsafe facilities, violation of legal requirements regarding the Clean Water Act. Errors in judgment could have very serious consequences involving the environment.

PUBLIC AND INTERNAL CONTACTS

Public contacts are considerable with local representatives and officials with various agencies involved in the Storm Water Runoff issues. This position has daily internal contacts with the Maintenance Managers and Headquarters Maintenance.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The majority of this position is of an analytical nature. Physical skills needed include standing, sitting and walking, along with several other activities (see note). This individual may be required to sit for long periods of time using a keyboard and video display terminal. He/She must have the ability to perform sustained mental activity as during report writing. He/She must be able to travel throughout the District as well as travel throughout the State to attend meetings. The employee must be able to analyze existing storm water standards and develop new standards as needed. Analyze data and properly prepare reports for use by upper management. Much of this position is mentally intensive. The employee must be able to interact well with employees and individuals from many different cultural backgrounds. 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.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities.

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to boxed files, copier paper, computers, chairs, or office equipment to 100lbs. 5% of the time.

Transport/Carry – Bagged/boxed material, which may weigh 50 to 100 lbs., must be transported or carried from storage areas to vehicles and from vehicles to the classrooms. 5% of the time.

Overhead reaching – Filing and storing material. 5% of the time.

Simple Grasping – Operating office and training materials. 20% of the time

Fine Manipulation – This occurs while writing reports or manipulating computer equipment. 25% of the time.

WORK ENVIRONMENT

The work environment consists of both indoor and outdoor settings. The office is climate controlled under artificial lighting. Field work includes possible exposure to dirt, noise, uneven surfaces, and/or extreme heat or cold. In emergency situations, the employee may be required to work in a wide range of sometimes extreme conditions, including heat and cold, strong winds, rain, sleet and snow. While the normal workweek is 5/8 hour days, the employee may be scheduled to work nights or requested to work scheduled and/or emergency overtime due to storms, callback, special work projects, or to meet operational needs.

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.)