

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent	OFFICE/BRANCH/SECTION 08-601 (2339) MAINTENANCE SUPPORT	
WORKING TITLE Maintenance Training & Equip Qualification Coordinator	POSITION NUMBER 908-601-6282-XXX	EFFECTIVE DATE

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:

Under the direction of a CT Maintenance Manager I, serving as the Maintenance Support Branch Chief, the CT Maintenance Area Superintendent acts as the Maintenance Training Coordinator, Maintenance Equipment Qualification Coordinator, and is a valued member of the District 8 Emergency Operations Center (EOC). Duties include but are not limited to:

60% E The incumbent serves as the Training Coordinator for the District 8 (D8) Maintenance Division. The incumbent is the primary point of contact for training in D8 Maintenance. Incumbent attends training for trainer courses and in turn trains district trainers in various work related disciplines. The incumbent ensures that all trainers are qualified instructors and are providing quality training/materials by spot attending classes and reviewing student feedback. The incumbent will also be an alternate and/or backup instructor if needed.

The incumbent is responsible for administering the Maintenance and Landscape Correspondence Courses, including test scoring, issuing certificates and processing employees through the course. Authorizes all training plans as submitted by employees for upward mobility and reimbursement.

Using available data, including the first line supervisor's recommendation of type of course/class for the candidate, reviews course/class content to determine what is best for candidate's career path considering cost of course/class(es); any additional cost such as travel and per diem; and also considers other options such as alternative course/class.

Works with the Maintenance Safety Officer and various other staff such as Material and Equipment Managers, Integrated Maintenance Management System (IMMS) Coordinator and the Maintenance Budget Officer to develop and institute job specific training. Reviews performance reports and recommends additional or alternate training. Working with the Maintenance Safety Officer, researches and compiles safety reports based on accident and injury trends after safety training and determines if training programs are successful and where more emphasis may be needed.

Works with Maintenance Division management to prepare training plans and develop the training budget for future needs and costs of training facilities, equipment, supplies and services. Maintains complete training records for each Maintenance employee. Ensures all employees are scheduled for mandatory training at the appropriate time. Through research, locates and reserves appropriate training facilities; negotiates with instructors and contractors to insure availability and to set up training schedules. Researches, locates, reviews, authorizes and purchases training materials; administers contracts as necessary, processes pay documents for contractors, instructors and training facilities and materials.

30% E The incumbent will serve as the D8 Equipment Qualification Coordinator. The incumbent will work closely with headquarters training, district maintenance managers, superintendents and supervisors. The incumbent will ensure that D8 has a sufficient number of equipment trainers and

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TYPICAL DUTIES:

Percentage Job Description

Essential (E)/Marginal (M)¹

qualifiers stationed throughout district 8. The incumbent will plan for and ensure that the maintenance staff are sufficiently qualified on the equipment in their assigned unit and other units they may be loaned to, which includes the needs for winter operations and emergency/natural disasters. The incumbent will also be a back up equipment qualifier.

10% E EOC - The incumbent is a valued member of the D8 Emergency Operations Center. The incumbent is expected to report to the D8 EOC or the back up EOC when it is activated in the event of an emergency and/or natural disaster and fulfill one of the staff assignments. The incumbent will participate in emergency drills and training. Will work with other Caltrans divisions, as well as city, county, state law enforcement and emergency services agencies. The incumbent may be assigned as an Agency Rep at the Incident Command Post during emergency incidents.

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

This is an E-48 position, however the incumbent will lead the activities of permanent intermittent office technician/s who will assist with some of the training clerical duties. In addition, the incumbent will provide leadership to many instructors throughout the district.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Requires extensive knowledge of the principles and methods of highway maintenance practices; methods and processes of evaluating the condition of the inventory; priorities and direction of District and Headquarters' Management; materials and equipment necessary to accomplish the Division's mission and goals; and budget preparation, monitoring and reconciliation. Must have knowledge of Emergency Operations, Standardized Emergency Management System (SEMS), National Incident Management System (NIMS) and EOC procedures. Must have knowledge of the Maintenance Equipment Qualification program.

The incumbent must have knowledge of the purchasing and service contracts. Requires knowledge of modern office methods, forms and equipment; public information channels and methods; computer applications such as Word, Excel and Powerpoint; and purpose, organization, policies, procedures and functions of the Department of Transportation. Requires knowledge of the principles and methods of training, and the requirements and goals of the Maintenance training program. Requires knowledge of the laws, rules, regulations, policies and procedures pertaining to personnel transactions. The incumbent must be able to consult with and advise administrators and other interested parties on subject matter within the area of assignment, and develop and implement new and revised methods and procedures.

Must be able to establish and maintain cooperative working relationships, coordinate the work of others, and act as a team or conference leader. This is an autonomous position and the incumbent must be able to work with a very high degree of independence.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for decisions regarding the proper hiring processes and for the efficient and effective administration of the Maintenance Training Program. The incumbent is also responsible as the administrator/custodian for several contracts and must act to preserve and protect the State's assets. Decisions must be thoroughly considered, as they will effect the safety of the Maintenance workforce and the traveling public. Poor decisions or actions could have broad implications involving employee morale, their safety and that of the traveling public. Poor decisions or errors in judgment could also lead to loss of public confidence, monetary loss and embarrassment for the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent and regular contact with Maintenance field employees, supervision, management and staff at the District Office and Headquarters levels. Will have extensive contact with the public and various local government and public interest groups in the course of duties. Must conduct activities in a manner that projects a positive image of the Department, and its policies and goals.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard, mouse and monitor. Must be able to perform fine manipulation, occasionally stand for long periods, and move heavy objects such as projectors, TV/VCR combos and boxes/cartons of training materials. Will be required to give oral presentations to gatherings of various sizes and at various levels of the Department. Must be composed and articulate in meetings and on the telephone. The incumbent will be required to travel regularly throughout the District and on occasion to various places throughout the State. Must be emotionally stable and be capable of performing several analytical and/or technical tasks concurrently, and to function successfully under pressure in order to meet various deadlines.

WORK ENVIRONMENT

The incumbent will work primarily in an office environment with climate control and artificial lighting. Will be required to sit for long periods of time using a video terminal display and a keyboard. The incumbent will travel extensively in the District and as needed to Headquarters. The incumbent will be called upon to work in the Emergency Operations Center during natural or man-made disasters.

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)

SUPERVISOR (Signature)

DATE