

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

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| CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent | OFFICE BRANCH/SECTION 08-601 (2339) Maintenance Support |
| WORKING TITLE Level of Service and Emergency Operations Coordinator | POSITION NUMBER 908-601-6282- |
| | 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 is responsible for conducting, monitoring and analyzing the District Level of Service (LOS) and Emergency Operations Program, and serves as the District 8 LOS and Emergency Operations Coordinator. Overtime may be required. Duties include but are not limited to:

TYPICAL DUTIES:

| Percentage Essential (E)/Marginal (M) ¹ | Job Description |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 50% E | <p>Conducts field LOS segment evaluations with staff from each Maintenance Region. Participates in the development of the Maintenance LOS Report for the District, which will include inspection results, analysis of data collected relative to condition of pavement, landscape, roadside, traffic guidance, park-and-ride lots, rest areas, and vista points. Participates in the development of the Winter LOS Report, which will include inspection results, analysis of data collected relative to weather conditions, traffic elements, equipment and material use.</p> <p>Conducts LOS analyses and uses Integrated Maintenance Management System (IMMS) data to prepare various reports as requested by District or Headquarters staff to support planning, budgeting, resource allocation and other management processes. Assists in monitoring the IMMS inventory to ensure that it is kept current; works with other staff to analyze data to exhibit the relationship between expenditures, overall inventory needs and Maintenance's ability to keep up with demands of the highway system. Is responsible for the District's night sign inspection report to Headquarters and the District's k-rail inspection report.</p> |
| 40% E | <p>Works with the Headquarters LOS Coordinator to monitor the LOS processes; conduct LOS evaluation training for district personnel; participates in group discussions to gain district perspectives on the strengths and weaknesses on the LOS process, procedures and training.</p> <p>Serves as the Emergency Operations Coordinator for the District 8 Maintenance Division. The incumbent will work closely with Headquarters Office of Emergency Management (OEM), D8 Maintenance Managers, Superintendents, Supervisors, various local government and public interest groups.</p> <p>Ensures the D8 Emergency Operations Center (EOC) and back-up EOC are maintained for proper operation, state of readiness, and responsiveness prior to any Emergency or Disaster event. Incumbent is responsible in updating the D8 Emergency Operations Plan (EOP) and Snow/Ice Plan (SIP) annually.</p> <p>Serves as the Major Damage Restoration Assessment Team member for the District 8 Maintenance Division. The incumbent will work with D8 Maintenance Engineering, Maintenance Managers, Superintendents, and Supervisors. Incumbent will assist in evaluating and gathering of data from visited major damage sites, provide experienced inventory and field maintenance expertise. Assist D8 Maintenance Engineering staff in maintaining Maintenance summary expenditure logs, track IMMS work orders on all major damage restoration events. Update district Major Damage Restoration Assessment Team (MDRAT) Guide Plan annually.</p> |

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Works with the D8 Maintenance Budget Officer and Maintenance Training Coordinator to develop and institute Emergency Response job specific training. The incumbent works with the D8 Maintenance Training Coordinator administering the Federal Emergency Management Agency (FEMA) Independent Study Program (ISP), including test scoring, issuing certificates and processing employees through the course.

Works with Headquarters OEM and local government agencies planning emergency drills, table top and functional exercises. Incumbent is the District 8 Maintenance point of contact and lead planner for the annual Great Shake Out and Golden Guardian events.

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. 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. May be assigned as an Agency Representative 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

Supervises one Caltrans Maintenance Supervisor and six Caltrans Dispatcher Clerks. The incumbent will occasionally serve as lead-person to schedule and guide the LOS and Emergency Operations work of other District Maintenance staff.

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 (NIMS, SEMS, ICS, EOC procedures), major damage restoration, and assessment to highway inventory. Must possess a valid class C driver's license.

Requires knowledge of Integrated Maintenance Management System (IMMS), modern office methods, forms and equipment; public information channels and methods; computer applications such as Word, Excel and Power-point; and purpose, organization, policies, procedures and functions of the Department of Transportation.

The incumbent must have the ability to work independently with minimal supervision as well as the ability to direct the work of others and work well in a team situation. Must have the ability to communicate effectively, make oral presentations, analyze data collected, and formulate an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action and initiative in carrying out regularly assigned duties as well as completing assigned projects that have significance to the Maintenance Division, statewide. 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 polices 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. The incumbent will be required to sit in/on and drive/operate maintenance vehicles. The incumbent will be required to do manual labor including; twisting, reaching, climbing, walking on uneven ground and prolonged standing. The incumbent must be able to cope with and respond to emergency situations such as those connected with traffic and weather conditions and other natural disasters, and will be required to deal tactfully and courteously with the public, other government agencies under stressful and possibly adverse conditions. May be required to lift up to 50 pounds.

WORK ENVIRONMENT

The incumbent will work primarily in an office environment with climate control and artificial lighting. Will be required to sit for prolong periods of time using a video terminal display and a keyboard. Some of the incumbent's time will be spent in the field, driving a vehicle or working on foot. Weather conditions vary from a cold, windy, and wet winter climate to a very hot and predominately dry summer climate. Temperature extremes can range from below freezing in the winter to well over 100 degrees on a consistent basis in the summer. Occasional heavy thunderstorms can be expected in the summer months and heavy rain is to be expected in the winter. The incumbent will be required to drive a vehicle and work outside in extreme temperatures and inclement weather, and may be required to sit or stand for long periods. May work on uneven surfaces and may be exposed to noise, dust, hot materials and chemicals. Will be required to wear long pants, appropriate footwear, and must wear provided personal protective safety equipment such as shirts or vests, hard hats, safety glasses and gloves, as well as other safety devices deemed necessary. The incumbent will travel extensively in the District and as needed to Headquarters. The incumbent will be called upon to work in 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