

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT MAINTENANCE AREA SUPERINTENDENT	08-603 MAINTENANCE SUPPORT (B)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
STORMWATER COORDINATOR	908-603-6282	

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 Maintenance Manager I, serving as Branch Chief, the CT Maintenance Area Superintendent functions as National Pollution Discharge Elimination System (NPDES) Coordinator, working on storm water issues and assisting the District in developing new policies, providing training and maintaining compliance with the (NPDES). Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	The incumbent will assist in developing and writing NPDES plans for storm water runoff management in the District. Will work with the Regional Water Quality Control Boards and Caltrans' Environmental Division to address water quality issues related to the NPDES permits. Review plans submitted to the Water Boards to verify that Maintenance is not committed to any activity or function that is beyond its resources or capabilities. Develops and administers annual awareness training for all Maintenance employees to maintain compliance with the NPDES permits. Will evaluate employee training, inspect facilities and report conclusions as to the status of Maintenance compliance with the NPDES permits.
20% E	The incumbent will review, and modify, as needed, Best Management Practices (BMP) for all Maintenance activities and Storm Water Pollution Prevention Plans (SWPPP) for approximately 26 facilities. Train and increase the awareness of employees on storm water pollution and how to reduce the impact of their work on the environment while performing tasks required to maintain the transportation system. Make field inspections of operational BMPs and SWPPPs as needed to document compliance with permits. The incumbent will be assigned to a position on the District 8 Emergency Operations Staff, and will be expected to respond and fill the assigned position for drills, training, and during actual emergencies
20% E	The incumbent will act as a liaison between the Maintenance Regions and the District Maintenance Support Branch in dealing with storm water related issues. Will represent Maintenance and meet and coordinate storm water plans with representatives from other Divisions in the District to ensure that storm water management plans will not negatively impact each other.
15% E	The incumbent attends local agency meetings and develops a network system with them to promote community involvement on storm water related issues.

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 a minimum of 4 crews.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of the methods, equipment and materials used in the construction and maintenance of highways, structures and landscape areas; the characteristics, operation, maintenance and management

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of equipment and materials used; and how they impact, and are impacted by storm water runoff and other environmental concerns. Must have knowledge of and the ability to use principles and techniques of personnel management and supervision. The incumbent must have knowledge of and the ability to implement the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program, the Maintenance Manual and the Safety Manual. Must know a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and must have the ability to maintain a work environment that is free from discrimination and harassment. The incumbent must have a valid class C driver's license.

The incumbent must have the ability to establish and maintain good working relationships. Must have the ability to prepare cost estimates and reports, and read, interpret and work from plans, drawing and specifications. Must be able to analyze various work situations accurately and adopt an effective course of action. Must have the ability to detect and correct unsafe conditions and practices; prepare clear and comprehensive reports; and conduct effective meetings. The incumbent must know and be able to use a personal computer and basic applications such as Word and Excel; be able to both work independently, and to follow written and oral instructions; and be flexible to change and direction of assignments.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent shall consult with the Branch Chief prior to submitting any documents on storm water plans to ensure that they do not conflict with current policy or resources

PUBLIC AND INTERNAL CONTACTS

The incumbent has extensive contacts with all levels of the Maintenance Division and frequent contact with representatives of other Divisions in the District and Department. Will also have extensive and crucial contact with various entities and agencies such as the State Water Resources Control Board and Regional Water Quality Control Boards; as well as consultants hired by Caltrans to address various storm water issues and task force teams created to develop plans and responses to storm water concerns.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit and/or stand for long periods and walk on uneven ground while performing computer tasks, attending meetings, giving training or making inspections. Will be required to perform fine manipulation and move and place heavy objects by pulling, pushing, lifting and carrying. The incumbent must be able to cope with emotionally charged issues under stressful and possibly adverse conditions and must be emotionally stable, alert and aware at all times, and must be able to see and hear, with or without corrective assistance at a level required for satisfactory job performance. Will be expected to respond to emergency conditions.

WORK ENVIRONMENT

The position is based in an office with artificial lighting and climate control, but a large part of the time will be spent in the field making inspections, attending meetings and giving training. The incumbent can expect to work in a wide variety of conditions and may be exposed to inclement weather and extreme temperatures in the course of their assignment. Will also be required to travel extensively both within the District and throughout the State. The incumbent may 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.)

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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
