

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE <b>CALTRANS MAINTENANCE AREA SUPERINTENDENT</b>	OFFICE/BRANCH/SECTION <b>08-790 (2404) SOUTH REGION OFFICE</b>	
WORKING TITLE <b>South Region Contract Manager &amp; Region Office Supervisor</b>	POSITION NUMBER <b>908-790-6282-XXX</b>	EFFECTIVE DATE

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 direction of a CT Maintenance Manager I, the CT Maintenance Area Superintendent, acting as Contract Manager, is responsible for writing, administering and inspecting service, maintenance expenditures, emergency and minor construction contracts for the South Maintenance Region. Responsible for Region Office supervision. Duties include but are not limited to:

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50% E	The incumbent will research and analyze data, provide required plans, keep accurate records and write service contracts. Will monitor and evaluate contractor's performance to ensure work is proceeding at desired level, and monitor each contract budget to ensure funding is being expended at the desired rate. Will monitor communication between superintendents or supervisors and contractors if they are the first or primary contact point, and communicate with contractor's personnel when dealing with invoicing and any performance issues; documenting any situations or issues of conflict between contractors and Caltrans staff. Prepare and conduct various pre-bid and pre-start meetings on selective new or renewed service contracts. Pay all service contract, Cal-Card, and Non-Credit Card invoices by the Accounting Division procedures. Incumbent will also assist Region Office staff in document tracking. Incumbent will also assist Region Office when needed to prepare Contract Delegations (CD's) track their use, and provide payment to the Accounting Division. Incumbent will also assist Region Office staff when needed to cover phone inquiries.
20% E	The incumbent will communicate in detail with Caltrans Division of Procurement and Contracts (DPAC) during the development and execution of each contract. Will prepare and send 360 package to DPAC to initiate the contract request process for new, renewal, amendment and emergency contracts. The incumbent will communicate in detail with the Caltrans Division of Accounting (DOA) when dealing with issues and or situations involving the contractor's payments, or encumbering and disencumbering funds for service contracts to maintain the budget for each contract. Will prepare and process all documents to DOA for contract payment.
20% E	The incumbent will direct Region Office staff in providing training, such as contract initiation, project initiation, proposal development, and operational training for utilization of Electronic Fiscal Information System and Microsoft Access. Assists Region's superintendents and staff in utilizing software and develops additional forms and documents in MicroSoft Word, Excel, Access, and PowerPoint for tracking documents and electronic forms as required to conduct Region operations and to supply information to management in a concise format. The incumbent will prepare and update regular monthly and quarterly budget reports for the Caltrans Maintenance Managers. Will make detailed budget comparisons, to include expenditures, encumbrances, dis-encumbrances and amendments for all service contracts, credit card, non-credit card payment processes, contract delegations and various other purchase and payment methods.
10% M	The incumbent coordinates activities with other divisions, headquarters, other departments and local agencies in special projects, such as public outreach events, partnering projects with local groups and developing requirements from headquarters and district management. Serves as liaison between maintenance and other divisions at an operational level to present maintenance's

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needs/requirements and issues on current and future projects and to inform maintenance management as to other division's requests/needs.

**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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent will oversee and give direction to the contractor during the execution of the contract. Will also make field inspections to assure contract compliance. Incumbent will also schedule and attend pre-bid walk-through inspections when necessary. Incumbent will also handle and mitigate contractor complaints from field maintenance personnel in a professional manner. Incumbent supervises all Region Office staff including the Associate Governmental Program Analyst (AGPA), Staff Service Analyst (SSA), multiple Office Technician Typing staff-members and a Maintenance Supervisor overseeing the TMT trucks and drivers. In addition, seasonal supervision of Permanent Intermittent clerical staff.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of materials, methods and equipment used in the maintenance and construction of highways, highway structures and associated facilities. Must have knowledge of various software programs and the ability to work with Microsoft Word, MS Excel, MS PowerPoint and MS Access. Must have knowledge of English, including vocabulary, grammar and spelling, have the ability to use it correctly in the business office environment and must be able to make accurate math computations. Must be able to read and write plans, specifications and develop the language for contracts. The incumbent must be able to direct work accomplishment through others, often by duty personnel that are not in a direct-line supervisory relationship. Must possess a high degree of understanding of the Department's purpose, mission, vision, goals, policies and functions. Must be able to develop and maintain cooperative-working relationships, must possess good negotiating skills and be able to maintain a positive departmental image. The incumbent must be able to articulate program policies and goals to contractors, staff and the public. Must be articulate and be able to give clear and comprehensive directions to contractors; must be able to deal tactfully with contractors, but be firm and supportive of the Department's interests. Must possess sound techniques for handling sensitive and/or emotionally charged issues/individuals.

The incumbent must have the ability to utilize a variety of analytical techniques to address complex contractual and administrative problems and issues. Must have knowledge and abilities for analyzing the requirements of the contracts; managing contract expenditures; creating data reports; supervising Region Office personnel. Incumbent will also anticipate contract expiration dates and plan ahead accordingly.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent has the responsibility to provide guidance and direction, as well as oversee the activities of contractors. Is responsible for ensuring that the contractors and their work adhere completely with all aspects of the contract and with state policies and procedures.

Errors in judgement or procedures could result in the inefficient use of resources; alter funding of resources; affect Caltrans' ability to deliver its work programs on schedule; and may incur liability and embarrassment to the Department.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with contractors and vendors/suppliers. There is considerable contact with individuals representing city, county, state and federal agencies, such as Army Corps of Engineers, Bureau of Land Management, US Forest Service, Department of Fish and Game, various Water and/or Air Quality Control Boards, County Agricultural Commissioners and a variety of others.

The incumbent has daily contact with field Maintenance personnel, Support, District and Headquarters staff, as well as personnel from other Divisions, Districts and Departments

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will perform fine manipulation, sitting for long periods; standing, walking and walking on uneven ground will be required. Will be required to move and place various items such as boxes and bags by pulling, pushing, lifting and carrying. The incumbent must be able to cope with emotionally charged issues and will be required to remain tactful and courteous but firm when dealing with contractors or the public under stressful and possibly adverse conditions. The incumbent must be emotionally stable, alert and aware at all times, and must be able to see and hear, with or without

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corrective assistance, at a level required for satisfactory job performance. Incumbent will be required to enroll in the on-line Contract Managers training course module and successfully complete the course outline.

**WORK ENVIRONMENT**

This position is based in an environmentally controlled office with artificial lighting. Most of the incumbent's time is spent at a computer using a keyboard, mouse and monitor. The incumbent will be required to travel for training purposes and may be required to travel occasionally to the District Office and Maintenance Stations in the Region.

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