

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent (Specialist)	OFFICE/BRANCH/SECTION Maintenance Support	
WORKING TITLE IMMS Coordinator	POSITION NUMBER 910-610-6282-XXX	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 the Maintenance Manager I, the incumbent manages the Integrated Maintenance Management System (IMMS) and the Maintenance Management System (MMS) programs which provides data to the Transportation Accounting Management System (TRAMS). Acts as the District liaison between Maintenance Support, Field Maintenance, District Office and Headquarters on related functions. Duties include, but are not limited to the following:

Special Requirement:

Incumbent must possess a valid California Driver's License – Class C. The incumbent shall possess a Hazmat Specialist Certificate from the state Cal EMA.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
25% E	Analyzes IMMS work orders on a continual basis to evaluate proper charging practices. Initiates contact with Field Supervisors to explain and resolve reporting errors. Analyzes work orders for proper expenditure authorization (EA) numbers to ensure the Maintenance branch is reimbursed for costs that are incurred from other departments or agencies. Communicates with managers and superintendents to insure they are able to run cost summary reports, expenditure reports and any additional reports necessary. Investigates and coordinates the resolution of issues and complaints from Maintenance Support, Field Maintenance, District Office and HQ which are related to IMMS input issues. Communicates with field personnel on a daily basis to correct any IMMS issues that inhibit the timely submission of IMMS data to HQ. Dialogues with Area Superintendents on a frequent basis to ensure field compliance with Field Supervisors on the accuracy and punctuality of the processing of the daily IMMS work orders.
25% E	The incumbent is responsible for the coordination of the District's portable radios in all the state equipment fleet. This includes, but not limited to; ensuring all new state equipment receives radios as appropriate, upgrade radios in existing equipment as necessary, coordinate prompt repairs of existing radio equipment as needed, remove radios from equipment, maintain and upgrade radios in various Maintenance facilities, coordinate with other agencies and departments when radio frequencies or field antennas need modification or replacement and keep an updated data base of radios in existing equipment and base stations.
15% E	The incumbent is responsible for the coordination of corrections on daily IMMS work orders and time sheet error corrections. Conducts expenditure authorization (EA) research to validate appropriate maintenance charges. Communicates with Maintenance Supervisors to evaluate errors and ensures prompt corrections. Conducts analysis of the Maintenance Manual, Volumes I & II and the Coding Manual, Volume I for manual updates that relate to the IMMS program. Ensures the manual updates are communicated to appropriate Field Maintenance personnel. Dialogues directly to Maintenance Managers and Area Superintendents on continuous reporting errors from the field so corrective actions may be appropriately taken.
10% E	The incumbent is responsible in keeping the district's highway physical inventory up to date. Ensures the accuracy of the highway physical inventory data collection and the documentation required for appropriate data entry by continually analyzing the inventory reports for accuracy prior

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		to data entry. Dialogues with the Area Superintendents on a frequent basis to ensure Field Supervisors are following up on updates or additions to the district's highway physical inventory. The incumbent shall be responsible for the physical highway inventory data input and is responsible to ensure the district has an accurate and current physical inventory database. This inventory information shall be utilized by HQ management for the determination of personnel and operational expenditure allocations. The District IMMS Coordinator shall be the HQ contact and liaison for the physical inventory program and will be responsible to keep district management updated on the current issues of assets management and reporting.
10%	E	The incumbent is responsible for all IMMS system training to all Caltrans employees on a scheduled and on an as needed basis. The training shall follow the directions from HQ IMMS to ensure all new updates in the system are promptly and correctly transmitted to Caltrans employees. The incumbent shall be responsible to train management at the Maintenance Manager, Area Superintendent, Field Supervisor, Region Office staff, Dispatch staff and Legal personnel levels to ensure proper field supervision of staff when inputting IMMS data.
5%	E	The incumbent is responsible to receive expenditure reports. Conducts analysis of these reports to determine validity of the data and distributes them to Field Maintenance. Follows up on a continual basis to ensure data is correctly utilized to evaluate and plan future work schedules. Issues special program charging numbers and post mile cost reports as requested by district management so that accurate expenditure reports can be generated for future budget planning. Instructs cost centers on correct procedures to keep working stock inventory current. Provides Legal with timely and accurate reports of all requested highway maintenance activities conducted on highways when there has been an incident and a lawsuit is pending.
5%	M	The incumbent shall assist the Maintenance Manager I on other associated Maintenance Support duties as necessary and shall support district's Hazmat Specialists on hazardous spills on state highways and Maintenance facilities as necessary.
5%	E	The incumbent shall serve as the District Maintenance Air Quality Coordinator. The incumbent shall interact with the California Air Pollution Control Officers Association as a liaison for district Maintenance. The incumbent shall attend CAPCOA meeting as necessary and shall disperse important information to district Maintenance personnel. The incumbent shall monitor Maintenance activities that create dust and shall coordinate with various management personnel on methods to minimize air borne contaminate 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

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of maintenance operations, including materials, work methods and equipment used. Must have knowledge of all aspects and theory of the IMMS/MMS programs. A working knowledge of maintenance office procedures and practices is required. Requires a high level of knowledge with computer data entry procedures, data processing language, input and output documents, error entry recognition and procedures. High level of ability to create and manage large excel spreadsheets with complex formulas and instruct others in their use. Ability to reason logically and develop effective actions and solutions. Ability to effectively work with Maintenance Support, Field Maintenance, Regional and District Office staff, Headquarters staff, city and county representatives, and the public to solve issues in a sensitive and diplomatic manner. Must quickly analyze situations which often occur and base decisions as a result of that analysis, have a level of data processing and analytical ability and expertise to permit the employee to exercise sound judgment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Performs responsible and complex administrative work for the Maintenance Branch. Will work under the supervision of the Maintenance Manager I but will work independently at times. The IMMS/MMS Coordinator is responsible for carrying out all aspects of duties in a professional manner in accordance with existing policy, rules and guidelines. Must possess initiative, personal judgment, diplomacy, and a high degree of reliability. Errors may result in monetary loss to the State,

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loss of budgetary funding to the district, substantial misunderstanding between the State and other agencies involved, breakdown in communication and loss of confidence and credibility with staff and other agencies involved. Employees of the State may be held liable for their own actions as a result of their carelessness on a job. waste disposal could result in significant excess contract costs and both criminal and civil penalties to Caltrans and/or individual employees. Errors in judgement could result in the need for costly and time-consuming corrective actions.

PUBLIC AND INTERNAL CONTACTS

The incumbent will coordinate issues between Maintenance Support, Field Maintenance, Regional and District Office staff and Headquarters to assure statewide uniformity in applying policy and procedures. Requires a through knowledge and a good working relationship with each function in the district, as well as with counterparts Headquarters and in the other districts. Daily contract with Maintenance Support and Field Maintenance personnel is essential for the smooth functioning of the IMMS/MMS .

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to lift, bend, kneel, reach, push, pull, walk, sit and stand for long periods of time. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Employee must be able to work alone or in a group environment.

WORK ENVIRONMENT

The incumbent will be exposed to long exposure to computers, various lighting conditions, walk, stand or sit for prolonged periods. Must be able to work at a keyboard and focus on complex tasks for long periods of time. Must be able to organize and prioritize large volumes of work documents. Overtime may be required, and vacations may be restricted during peak times and fiscal year-end closing. Travel throughout the state may be required. Assignments in the field will be required where exposure to high-speed traffic will occur. Wear and use all required personal safety equipment. Follow all policies, procedures and safe working practices.

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