

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent (Specialist)	OFFICE/BRANCH/SECTION Maintenance Support	
WORKING TITLE LOS, Water Quality and Fuel Systems 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 general direction of Maintenance Manager I, the Caltrans Maintenance Area Superintendent (Specialist) is responsible for conducting, monitoring and analyzing the Level of Service program (LOS) and the coordination of the fuel system maintenance in the district. The incumbent shall act as a District Hazmat Specialist and shall be available to promptly respond to Hazmat events throughout the district on a 24 hour / 7 days a week availability. The incumbent is responsible for coordinating the drinking water quality testing in the District for the Field Maintenance Stations and Safety Roadside Rest Areas that require periodic testing of drinking and ground water to make sure minimum Department of Health Services standards are met.

**SPECIAL REQUIREMENT**

Incumbent must possess a valid California Driver's License – Class C. The incumbent shall possess the following certificates from the state Department of Health Services: Water Distribution Operator Grade D2 and Water Treatment Operator Grade T2. The incumbent shall possess a Hazmat Specialist Certificate from the state Cal EMA.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45% E	The incumbent will be responsible for monitoring of the drinking water, waste water, and ground water quality at designated maintenance stations and the District's safety roadside rest areas by physically overseeing the periodic testing of water for unsafe contaminant levels. The incumbent will physically obtain water samples for testing or will be responsible to ensure that designated state employees or vendors collect water samples, using appropriate Department of Health Services(DHS) procedures. All water samples must be collected on the required time schedules and submitted to an certified lab for analysis. The incumbent will ensure employee and public health and safety by reviewing and analyzing all water quality reports for contaminant problems and will follow-up on such issues to ensure resolution of the problems and will communicate all pertinent results to appropriate personnel. Responsible for issuing test results on a timely basis to overseeing agencies and will ensure that required operating permits and annual reports are submitted to various agencies as necessary. The incumbent shall perform minor water system repairs as necessary. The incumbent will be responsible to process all material and services invoices, licenses and operating fees to ensure payment on a timely basis.
20% E	The incumbent will conduct all LOS segment evaluations throughout the District once a year. LOS segment evaluations include the rating of the condition of attributes such as rigid and flexible roadway pavement, drainage systems, roadside elements and traffic guidance devices. The incumbent will also evaluate the condition of highway landscaping, safety roadside rest areas, vista points and park & ride lots. The incumbent will develop the Caltrans LOS Evaluation report for Headquarters and District staff after each field review has been accomplished. The report will include an assessment of the condition of all the attributes described above and may also include pavement condition surveys, landscape assessments, rest area evaluations and customer service surveys. During the winter months, the incumbent will be required to conduct snow LOS reviews where maintenance deficiency thresholds of various attributes will be measured during and after each storm event. Extensive travel within the District will be required. Coordination of these LOS reviews with Regional Maintenance Staff will be necessary. The incumbent will work with the Headquarters Maintenance LOS Manager to coordinate and monitor the LOS processes and lead in conducting LOS evaluation training with Field Maintenance and District personnel. Conduct group discussion sessions with District and Headquarters personnel to gain perspectives on the strength and weakness of the LOS process, procedures, training and results for continuous

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- improvement. Acts as liaison with Headquarters and District staff on LOS issues. The incumbent will work with Maintenance Managers and the Deputy District Director to prepare, monitor and evaluate the District annual work plans and Performance Measures. The incumbent will aid in integrating LOS analysis into work plans by preparing a summary of the Caltrans Level of Service Evaluation for District management review. This summary details the priority needs that the most recent LOS review identified and recommends methods of rehabilitation. The summary will also identify any ongoing Design or Construction projects that may address these identified needs.
- 10% E The incumbent is to coordinate Hazmat spill incidents in District 10 with the District Hazmat Coordinator. The incumbent is responsible to respond to each hazardous spill on a timely basis and analyze the appropriate control measures to take at each incident. The incumbent shall be expected to respond on a 24 hour / 7 days a week availability. The incumbent must dialogue with appropriate personnel from Traffic Operations, Field Maintenance, various emergency response agencies and Hazmat contractors to determine the safest, timeliest and cost effective method to cleanup each hazardous spill. The incumbent is to ensure the responsible party of each Hazmat spill is identified. The incumbent shall promptly take the appropriate steps to bill responsible party for the all the associated costs of the Hazmat spill clean-up. The incumbent is responsible to fully document each Hazmat spill event, track all related expenditures and prepare all received invoices for prompt and timely payment.
- 15% E The incumbent will be responsible for the coordination of repairs and monitoring of the equipment fueling systems in the district. This will involve monitoring the statewide contract to service and repair the electronic fuel card reader and fuel dispensing equipment in all the Caltrans Maintenance facilities in the district. In the event there is no service contract, the incumbent shall arrange for repairs on the fueling facilities and shall arrange for prompt payment. The incumbent shall arrange for minor repairs of the non electronic fueling facilities such as hoses, pumps, mechanical fuel dispensers, etc.
- 10% M 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.

<sup>1</sup>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

Normally this position does not supervise, however, the incumbent may be called upon to act in absence of the Maintenance Manager I for a short duration. Incumbent will periodically oversee personnel assigned to assist in the Drinking Water Quality function.

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## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a good working knowledge of highway maintenance standards and Maintenance Manual Volume I and II. Should also have a working knowledge of Caltrans Maintenance Program field operations and familiar with LOS concepts. Must have the ability, both written and orally, to communicate effectively and make oral presentations to management and staff. Ability to think and work independently, with minimal supervision is required. Utilize a personal computer and familiar with Excel, Word, PowerPoint, Lotus Notes and preferably Access software. Proficiency in creating and maintaining spreadsheets and database using current Maintenance Program standardized software and LOS software is desirable. Incumbent must be able to interpret and understand Department of Health Services documentation on minimum standards of drinking water quality and maximum allowable levels of mineral components and compare these standards with results of water testing to ensure consumer safety. Must have an understanding of the CCC program and procedures to ensure there is an efficient usage of the personnel on meaningful labor projects.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position has responsibility for independent action and initiative in carrying out regularly assigned duties as well as completing assigned projects that have statewide Program significance in various arenas. The incumbent is responsible for carrying out all aspects of duties in a professional manner in accordance with existing policy, rules and guidelines.

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Must possess good personal judgment, diplomacy, and a high degree of reliability. Errors may result in monetary loss to the State, substantial misunderstanding between the State and other agencies involved, breakdown in communication and loss of confidence and credibility with staff and other agencies involved. The consequences of not gathering, processing and distributing important information could result in adverse public reaction, loss of credibility and inefficient operations in the Maintenance Program. Employees of the State may be held liable for their own actions as a result of their carelessness on a job. Inability to interpret unsafe drinking water quality test results could lead to a compromise of consumer health and closures of safety roadside rest areas.

## PUBLIC AND INTERNAL CONTACTS

Required to maintain continuous relationships with Headquarters and District staff at levels ranging from Maintenance Supervisors, Area Superintendents, Maintenance Managers, up to and including Deputy Directors. Incumbent will need to continuously communicate and cooperate with personnel from other governmental agencies to ensure a satisfactory operation of various programs.

## 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.

The incumbent is the emergency response coordinator for all Hazmat spill incidents in District 10. The coordinator is responsible to respond to each hazardous spill on a timely basis and analyze the appropriate control measures to take at each incident. The incumbent shall be expected to respond on a 24 hour / 7 days a week availability. The incumbent must dialogue with appropriate personnel from Traffic Operations, Field Maintenance, various emergency response agencies and Hazmat contractors to determine the safest, timeliest and cost effective method to cleanup each hazardous spill. The coordinator is to ensure the responsible party of each Hazmat spill is identified. The incumbent shall promptly take the appropriate steps to bill responsible party for the all the associated costs of the Hazmat spill clean-up. The incumbent is responsible to fully document each Hazmat spill event, track all related expenditures and prepare all received invoices for prompt and timely payment.

## WORK ENVIRONMENT

The incumbent will be exposed to computers, various lighting conditions, 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. Normal working hours will be set sometime between 6:00 a.m. and 6:00 p.m. Overtime may be required, and vacations may be restricted during peak times and fiscal year-end closing. Travel throughout the district may be required. Assignments in the field will be required where exposure to high speed traffic will occur. Incumbent will be required to extensively walk in the field during LOS reviews, and drinking water testing. 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)

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SUPERVISOR (Signature)

DATE

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