

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent	OFFICE/BRANCH/SECTION District 11/Maintenance/District Water Management	
WORKING TITLE Field Water Manager	POSITION NUMBER 911-602-6282-	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 general direction of the Maintenance Senior Landscape Architect, the Field Water Manager directs the development of water management practices and policies that advocate the efficient use of water resources. Using the Remote Irrigation Control System (RICS) and other tools, the incumbent interacts with field maintenance to ensure the efficient use of irrigation water resources in District 11. The position requires a valid Class C driver's license.

After two years in this assignment, the incumbent may be rotated to another position within the District.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Using the RICS and other tools, the incumbent monitors the district's water resources to ensure the efficient and effective application of potable and non-potable irrigation water to District 11 functional landscaping inventory. Makes operational and maintenance recommendations to field staff to maximize the effectiveness of installed irrigation system inventory. Trains Maintenance personnel on remote and stand alone system operations, maintenance and specialized repairs. Modifies RICS irrigation schedules using localized weather data to provide irrigation water on an "evapotranspiration (ET) needs" basis.
30%	E	Works closely with Utilities Coordinator to review water vendor invoices, conducts field usage audits to ensure accuracy in water vendor charges; tracks water cost responsibilities between Maintenance and Construction to ensure proper charging. Runs regular RICS status reports to monitor water usage within Maintenance controlled landscape areas. Maintains RICS system inventory database; uses global visualization software to populate and display irrigation inventory locations to support timely system troubleshooting by Maintenance crews. Monitors the district recycled water program; trains field staff on proper use and handling of recycled water and other public safety issues.
20%	E	Provides technical assistance to Landscape Maintenance Supervisors at the central computer (Maxicom & Motorola) and at individual field units for system maintenance. Coordinates vendor provided training and serves as liaison between Caltrans and RICS Product vendors and manufacturers. Assists Maintenance Supervisors and/or lead workers with technical issues regarding water management practices.
10%	E	Develops reports and compiles data relating to water use in data link, field reading and flow sensing information. Assists in the administration of service contracts for RICS system repairs and upgrades. Provides a single point of contact between maintenance field personnel and Maintenance Support.

¹ 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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. Provides technical support to field and office staff on irrigation water management issues.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The Field Water Manager must possess good working knowledge of irrigation system and landscape maintenance. This

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includes irrigation scheduling, and water requirements. Incumbent must be familiar with Service Contract administration, procurement rules and procedures, comfortable working with multiple computer databases and operation systems, and possess good verbal and written communication skills. Additional knowledge and aptitude in radio telemetry and electrical design is helpful but not required. The incumbent must possess sufficient knowledge of irrigation systems to identify the cause of problems related to water resource management and recommend corrective actions; follows-up on the implementation of same. The incumbent must have the ability to gather and analyze data; reason logically, draw valid conclusions and make appropriate recommendations; analyze situations accurately and adopt an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Field Water Manager is responsible for making decisions necessary to resolve issues associated with the inefficient use of water resources. Errors in judgment or calculations may result in excessive water utility costs to State of disruptions in delivery of irrigation services to roadside vegetation.

PUBLIC AND INTERNAL CONTACTS

The Field Water Manager is in frequent contact with various internal and external clients. The incumbent represents the Department during meetings and presentations; meets with Design, Maintenance and Construction personnel to identify and resolve usage and charging issues. The incumbent works closely with management and staff of other Divisions in the normal course of required duties. The incumbent regularly contacts representatives of local government agencies, water purveyors, consultants and utility companies in the process of administering the water management program.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Depending on the activity, this position requires sitting or standing, sometimes for prolonged periods of time. Driving is required to attend meetings and field reviews in various locations. The position requires sufficient initiative to work with minimum supervision, concentration sufficient to task at hand, and the ability to work cooperatively with others, sometimes in stressful situations.

WORK ENVIRONMENT

Office work performed in a climate-controlled environment under artificial light. Field reviews may expose the incumbent to heat or inclement weather, blown dust, traffic or equipment noise and uneven terrain. Appropriate safety gear provided by the Department will be worn for field reviews.

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