STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Maintenance Area Superintendent	56/Maintenance/Systems and Studies	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
IMMS Support Team (LT)	913-650-6282-918	

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 supervision of a Caltrans Maintenance Manager I, the incumbent will perform a variety of duties related to the Integrated Maintenance Management System (IMMS). The incumbent will be assigned to the Headquarters (HQ) Office and will assist the IMMS Lead Trainer in conducting classes for IMMS New User and Region Office Training. The incumbent will also use a variety of databases and software applications. The incumbent will provide guidance to District Coordinators and end users on proper reporting procedures in IMMS. The incumbent will participate in the current IMMS Ver. 8 system refresh project while providing expertise with proper charging practices.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
25%	E	The incumbent will train New Users and Region Office staff. Maintain training material and Power Point presentations. Work with office staff to update or revise the Maintenance Manuals, Volume one and Volume two. Assist with the Physical Highway Inventory (PHI) system.
25%	E	The incumbent will use a variety of databases, software, and query data, and generate reports that provide information to Districts and HQ to monitor expenditures. Develop various Adhoc reports using Statistical Analysis Systems (SAS), Structured Query Language (SQL) and Discover Plus. Train District IMMS Coordinators and HQ staff on interpreting and generating reports, and the data input process.
25%	M	Incumbent will perform various tasks associated with IMMS including utilizing the Hansen computer application to perform data input, analyze data input by end users, and when issues arise, take effective course of action to resolve issues. The incumbent will provide guidance to District Coordinators and end users on proper reporting procedures and use of the application. The incumbent will be assigned other duties as required including certain administrative needs such as manual and other publication revisions.
25%	M	The incumbent will participate in the current IMMS Ver. 8 system refresh. Duties will include system testing, acting as a subject matter specialist, or re-writing training materials.

[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, this position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of the Caltrans organizational structure and a basic understanding of Division of Maintenance work activities, including equipment, materials, and methods used in construction and maintenance of highways. The incumbent must have knowledge of the IMMS, and a clear understanding of resources used to accurately record asset management and cost data for Caltrans infrastructure. The incumbent must have knowledge of the county-route-post mile system and assignment of cost centers.

The incumbent should have the ability to navigate the Microsoft Windows environment and the Microsoft Office Suite to create Power Point presentations, manuals, training guides and to test a variety of databases. It is required that the incumbent have knowledge of the Hansen software used for IMMS. The incumbent will perform testing to ensure system functionality meets the requirements of the IPS V8.x system upgrade. The incumbent will act as a liaison with HQ

Internet Technology (IT). The incumbent must have the ability to develop a level of skill that enables them to assume a support role for end users of IMMS.

The incumbent must possess effective communication skills, written and oral; maintain good working relationships; be able to act effectively as a trainer for both large and small groups; have the ability to work independently with minimal supervision; provide guidance to staff equivalent to the duties of a Caltrans Maintenance Supervisor and have the ability to reason logically, analyze complex problems and develop sound solutions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The IMMS Project is of critical strategic importance to the Department and to the Maintenance Program in particular. Failure to properly execute duties may have far-reaching impacts to the Department's credibility and could impair field maintenance productivity should the IMMS Project goals not be achieved.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have routine contact with HQ and District Maintenance Program staff and routine contact with employees in other programs and Departments. The incumbent will have contact with other programs or Departments, often to investigate computer system or process problems. The incumbent will need to have the ability to work constructively and objectively with others to resolve issues, while maintaining a good reflection on themselves, and on the Division of Maintenance as a whole. A customer service focus is required in all communications.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to stand for extended periods of time during training sessions and sit for extended periods of time performing computer work, reading or preparing documentation, or attending meetings. The incumbent will also be required to use their hands for intricate work including minor adjustment of office equipment and printer or fax machine paper replacement. The incumbent must be able to do computer work that includes the repetitive input of data for extended periods of time.

The incumbent is required to lift up to fifteen (15) pounds; work in stressful environments within tight time frames, short-term deadlines and changing priorities. The incumbent must have the ability to cultivate good working relationships with other employees. The incumbent will occasionally be required to perform field reviews on state highway right of way. The incumbent must be able to walk for extended periods of time, at times on unstable terrain, and must have the ability to understand and follow safety policy applicable to field work and the office environment.

A valid Class C Driver's License issued by the Department of Motor Vehicles is required at all times for this position.

WORK ENVIRONMENT

The office environment is a two-story office building, with stairs and elevator, carpet, fluorescent lighting, and functional cubical style workstations.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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.)

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