

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent	OFFICE/BRANCH/SECTION Maintenance / Office of Emergency Management	
WORKING TITLE Emergency Management Coordinator	POSITION NUMBER 913-710-6282-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 general direction of the Chief, Office of Emergency Operations Branch this position performs the following functions.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
35%	E	Using knowledge of maintenance operations, provide logistical support for the Winter Operations Program and Maintenance Emergency Operations. Coordinate special projects with Department of General Services (DGS), Division of Procurement and Contracts (DPAC) and external partners. Assist the Chief, Office of Emergency Operations Branch with administration of contracts and grant purchasing. Updates players handbooks, checklists, call-out lists and fly away kits.
30%	E	Conduct research and analyze information and data related to the Winter Operations Program and Maintenance Emergency Operations. Prepares reports, proposals and presentations for internal and external partners.
15%	E	Act as the coordinator for the management of the Department Operation Center (DOC) and Alternate Department Operations Center (ADOC). The DOC and ADOC are tested monthly and deficiencies corrected immediately.
10%	M	At the direction of the Chief, Office of Emergency Operations, act as a liaison to each District and other agencies to provide coordination of special projects and field exercises related to Winter operations and Maintenance Emergency Operations.
5%	E	Co-instructor for New Employee Maintenance Orientation (NEMO) Introduction to Standardized Emergency Management System/National Incident Management System (SEMS/NIMS) for new employees at Maintenance Equipment Training Academy (META). Will act as lead in main instructors absence.
5%	E	During declared emergencies, is responsible for the physical management of the DOC or ADOC. Also responsible for setting up and managing Unified Command Post Shelter(s). May also be required to respond to the California Office of Emergency Services (CalOES) Regional Emergency Operations Center/State Operations Center (REOC/SOC) as Agency Representative.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

Will not exercise daily direct supervision over others, but may be assigned lead for other Emergency Operations Staff during special assignments.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Incumbent must display initiative, positive work ethics and possess effective skills in dealing with the public, employees, managers, and other agency personnel.

Must have knowledge of standard maintenance software applications including IMMS, Microsoft Outlook, Microsoft Word,

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Microsoft Excel and Staff Central. Ability to learn new applications and adapting to the use of new hardware and software developed for maintenance operations.

Must have knowledge of maintenance operations, communications and emergency response practices and procedures and be able to assess the magnitude of a reported situation, solicit and assimilate pertinent details, and develop concise reports for distribution.

Must have excellent communication skills both written and oral to be effective in handling day to day operations as well as developing positive working relationships with internal and external partners.

Must be able to effectively deal directly with all levels of management in Caltrans as well as other state and federal agencies and the CalOES during emergencies via assigned staff from the Office of Emergency Management.

Ability to enthusiastically accept new assignments, learn new skills and adapt to a changing work environment.

Must be familiar with the California Vehicle Code as it relates to commercial vehicles.

Must be willing to travel and/or work long shifts which could include working in an outdoors environment regardless of time of year.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is directly responsible for assessing statewide communications operations, developing and implementing improvement action, and assuring the effectiveness of communications for routine and emergency response activities. Related training activities in safety and hazardous material response will assure skill and knowledge as well as serve to enhance integration of communication and emergency response.

Failure to effectively perform the duties described could result in a breakdown of critical communications during an emergency and impair Caltrans effectiveness in emergency response resulting in a threat to the safety of the public and responding employees.

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### PUBLIC AND INTERNAL CONTACTS

Will be called upon to represent Caltrans in emergency operations, employee safety, snow and ice control issues with various levels of Caltrans management in headquarters and districts as well as other state, federal and local agencies. Will also have to respond to inquiries on these issues from private companies and public.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to work in fast-paced environments. Must exercise patience and professionalism while dealing with others.

Possession of a valid driver license issued by the Department of Motor Vehicles is required. Class A driver's license with TN endorsement is desirable.

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### WORK ENVIRONMENT

Must be able to travel on a regular basis, travel may be required. May have to conduct field reviews in inclement weather conditions. Overnight work during declared emergencies may be required.

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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)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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