

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Area Superintendent	OFFICE/BRANCH/SECTION Maintenance/OEM/Emergency Operations Branch	
WORKING TITLE Emergency Operations & Logistics Coordinator	POSITION NUMBER 913-710-6282-xxx	EFFECTIVE DATE 10/21/2015

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 Emergency Operations Branch Chief, a Maintenance Manager I, duties may include but are not limited to: independently performing management service duties; exercising direct responsibility in performing administrative and functional duties related to Emergency Management; prepare, develop and establish training criteria for Maintenance Management and Field Maintenance employees related to Emergency Management; provide direct support to the Caltrans HQ Department Operations Center (DOC) by developing and deploying Emergency Operations Plans regarding events impacting the State Highway System.

Incumbent will be normally assigned to the Headquarters (HQ) office. Candidate must be available for travel for various branch activities, including but not limited to: teaching Emergency Management classes, training and District site reviews. Position may require travel of up to 40% of the time.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Lead the Maintenance Program efforts and participate jointly with Field Maintenance personnel to review and develop current and future emergency operations practices, which improve the Level of Service (LOS) and increase employee/public safety. Prepare, develop and establish training criteria for Maintenance Management and Field Maintenance employees related to Emergency Management. Participate as a member of a Technical Advisory Panel (TAP) for the Division of Research Innovation and System Information (DRISI). Provide technical assistance and guidance to the Districts.
25% E	Assist Emergency Operations Branch Chief in the development and deployment of Caltrans emergency operations planning. May also assist the Chief, Office of Emergency Management in others duties related to the Office.
15% M	Develop, distribute and maintain reports on events impacting the State Highway System for use by various high-level Department personnel (Maintenance Division Chief, the Department Director, and others), the California State Transportation Agency (CalSTA), the Governor's Office of Emergency Services (CalOES), the Governor's Office, and other State and Federal Agencies.
5% E	Assist District Emergency Operations Centers (EOC) coordinators with recommendations for modifications and improvements to current and future EOC's related to increased safety, new Nationwide Standards and LOS of Maintenance Emergency Operations. Manage and maintain Homeland Security's Government Emergency Telecommunications Service and Wireless Priority service account. Act as the groups Authorized Telecommunications Representative.
5% E	In declared emergencies, serve under the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) for the Emergency Operations Branch Chief and Chief, Office of Emergency Management. This position will provide direct support for functions at the Caltrans HQ DOC including acting as an Agency Representative at the CalOES, State Operations Center (SOC) and could also be tasked as an Agency Representative and/or Emergency Function 1 EF1) coordinator at the Regional Emergency Operations Centers as needed. 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).

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Will not exercise daily direct supervision over others, but will have to act as lead for other Emergency Operations Staff during special assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

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

Must have significant computer skills and an aptitude for quickly learning new software applications and adapting to the use of new and complex hardware being developed in the communications field.

Must have a thorough and practical working knowledge and experience of Maintenance operations, communications and emergency response practices and procedures. Must 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 District Communications Centers and Transportation Management Centers.

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.

Incumbent must have the ability to reason logically, analyze complex problems and make effective decisions under pressure and time constraints in dealing with highway emergencies.

The ability to directly supervise Maintenance field operations in a complex environment involving emergency response activities.

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

Experienced teaching twenty students or more in a classroom setting is desired. Training and certification to the specialist level in hazardous materials is desired. Maintenance field experience is desired.

Ability to type a minimum of 40 WPM is desired.

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.

PUBLIC AND INTERNAL CONTACTS

Incumbent will interact with various internal contacts (from working level to Directorate), external contacts such as the Governor's Office of Emergency Services, other state agencies, and offices of the Federal government in times of emergency.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to work in highly stressful situations during emergencies/natural or human-caused disasters and must maintain a calm, professional presence while others may be panicked and/or confused. Although conditions may be dire and traumatic in nature to members of the general public, the incumbent must maintain order and stability in their actions.

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

The incumbent is required to lift up to 15 pounds. The incumbent must be able to work in stressful environments including working within tight time frames, short-term deadlines, and changing priorities. The incumbent must have the ability to cultivate good working relationships with other employees.

On occasion, incumbent will be required to perform field reviews on state highway right of way. 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

Willingness to perform work during irregular hours, including night shifts, weekends and holidays, is required. After hours response, to emergencies and activation of the Emergency Operations Center, is also required. Must be able to travel on a regular basis. Will be conducting field reviews and operations in various weather conditions. Overnight work and travel will be required.

Office environment is a six-story office building, with stairs and elevator, carpet, neon lighting, and functional cubical style workstations.

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
