

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Manager I	OFFICE/BRANCH/SECTION 56/Maintenance/Management Systems & Studies	
WORKING TITLE IMMS Training, Manuals & PHI Unit Manager	POSITION NUMBER 913-650-6280-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 supervision of the Chief, Office of Management Systems and Studies, a Caltrans Maintenance Manager II, the incumbent is the Training, Manuals and Physical Highway Inventory (PHI) Unit Manager for the Integrated Maintenance Management System (IMMS), a full time supervisor responsible for: the IMMS training program; oversight of the PHI system; updating and distribution of the Maintenance Manuals Volumes One and Two and development of charging practice guidelines. The incumbent will be expected to: supervise three Caltrans Maintenance Area Superintendents (CMAS) and one Caltrans Maintenance Supervisor (CMS) in assisting the IMMS Coordinator or IMMS Lead Trainer conducting classes for employees ranging from Caltrans Highway/Landscape Maintenance Leadworkers to Caltrans Highway/Landscape Maintenance Supervisors; assist the Region Office Training with classroom training materials; participate in; and occasionally take the lead for, task forces; handle delegated special assignments; make presentations to small and large groups; manage their area of responsibility in a manner which provides a high level of customer support to District and Headquarters personnel and act as Office Chief in the absence of the Maintenance Manager II. Possession of a valid Class C California Drivers License is required at all times.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Effectively provide supervision and oversight of the daily operations of three CMAS's and one CMS assigned to the position. Responsible for employee training, work schedules, and establishing and maintaining acceptable levels of service. Duties will include assisting the Office Chief with fiscal planning, scheduling and the office budget. Will identify needs for improving the quality or timeliness of the services provided to District IMMS Coordinators, Headquarter staff and IMMS end users, and take appropriate action to correct deficiencies.
20% E	Insure that Maintenance Manual Volumes One and Two remain current and complete. Responsible for identifying the need to make manual revisions that are a result of changes to charging practice guidelines, coding, policy, or need for improved format. Establish a process whereby the appropriate Office(s), Managers, and experts are included in development of manual revisions to insure that guidelines and policy are accurately stated and necessary approvals are obtained. Responsible for maintaining a Maintenance Manual revision distribution process that insures all Maintenance Manual holders are provided complete revisions in a timely manner.
20% E	Provide interpretation of IMMS charging practices guidelines and policy, take the lead in the development of new guidelines, and assist in the design and creation of Maintenance Manual Volume Two revisions. Revisions to charging practice guidelines can become necessary due to changes to new versions or enhancements to the Hansen software, coding changes, changes to IMMS reporting methods, or changes in policy.
10% E	Manage the Maintenance PHI system. This includes oversight of the data entry processes, IMMS Element changes, and Quality Assurance inspections.
10% M	Work independently, or as a member of a task force, assist with special assignments including analyzing and resolving problems, conducting research, functional analysis for IMMS improvements and enhancements, making presentations to large and small groups and organizing meetings and conferences.

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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent will supervise the daily activities of three CMAS's and one CMS.

ADA Notice

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PM-0924 (REV 7/2014)

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

In addition to the State Personnel Board's specifications for the classification, the incumbent must have the ability to: communicate effectively, both orally and in writing; make effective presentations to large and small groups responding appropriately to questions and concerns; relate the mission, vision and goals of the Maintenance Program to the goals and objectives of the IMMS Project; develop expertise necessary to assume a leadership role and make sound decisions for IMMS; effectively plan, schedule and prioritize work; be a motivated team player with good technical and interpersonal skills; facilitate meetings to achieve stated objectives; effectively supervise staff; provide leadership; maintain a positive work environment; promote teamwork; manage multiple office operations while working within tight time frames and changing priorities; motivate field personnel without direct supervisory responsibility. The incumbent must be proficient in the use of: Hansen software used for IMMS, Microsoft Windows and the Microsoft Office Suite. The incumbent must have a thorough knowledge and understanding of Maintenance field operation procedures, limitations and Maintenance Manuals Volumes One and Two. The incumbent's skills should include knowledge of Oracle Business Intelligence Discoverer, Oracle Procedural Language/Structured Query Language (PL/SQL) Developer, Staff Central, Fleet Anywhere, Traffic Accident Surveillance and Analysis System (TASAS) Highway Sequence Listing and Association Management Solutions (AMS) Advantage.

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. Failure to maintain accurate data will result in miscalculations in budgetary decisions including loss of funding for the Maintenance Program. Inaccurate inventories will hinder the Department's ability to plan and schedule work, and can result in poorly maintained or unsafe facilities. Failure to maintain accurate data can result in violation of Department policies or State and Federal laws in regard to accounting for labor, equipment, materials, facilities, and environmental requirements. Many tasks associated with this position involve processing requests that must be responded to in a timely manner; including report requests and data error correction. Failure to respond to these needs in a timely manner can result in a delay of critical decisions, which can affect budget and legal issues, or external affairs.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be in regular contact with District and Headquarters staff, accounting, engineering, computer services, District IMMS Coordinators and Managers. The incumbent may have occasional contact with external agencies or other states in support of the Maintenance Program. Must maintain an environment focused on customer services and teamwork.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for extended periods of time performing computer work, reading, preparing documentation or attending meetings. The incumbent must have the use of hands for intricate work including minor adjustment of office equipment, printer or fax machine paper replacement. The incumbent will be required to do computer work including input of data for repetitive and extended periods of time.

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

WORK ENVIRONMENT

The office environment is a two-story office building with stairs, elevator, carpet, fluorescent lighting and functional cubical style workstations. This position may require statewide travel up to 20% of the time.

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