

01-4-1167

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Caltrans Maintenance Manager II	DISTRICT/DIVISION/OFFICE District 1/Maintenance & Operations/Field Operations	
WORKING TITLE District Maintenance Manager	POSITION NUMBER 901-630-6239-xxx	EFFECTIVE DATE July 2014

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 supervision of the Deputy District Director for Maintenance and Operations, a CEA I, the incumbent will be responsible for implementing, evaluating, and sustaining major programs and policies in the field maintenance operations for District 1. The incumbent will consult with top-level District and statewide management and propose new programs or direction as appropriate. A valid California Class C Drivers License is required.

TYPICAL DUTIES:

PERCENTAGE

JOB DESCRIPTION

Essential (E)/Marginal (M)¹

- 60% (E) Supervise District Maintenance Division Field Operations; provide staffing, training, and resources; establish and oversee uniform maintenance practices and level of service. Coordinate maintenance activities with other offices, divisions, departments, and local agencies. Address public complaints. Responsible for overall planning and monitoring of workload levels, equipment and materials utilization by utilizing information provided by the Integrated Maintenance Management System (IMMS). Ensure that budgetary, time-keeping, and procurement needs are provided. Review and approve personnel transactions. Responsible for overseeing progressive discipline to insure that the District is consistent with Region and state-wide practices.
- 15% (E) Review difficult maintenance or minor construction operation problems; perform field review of state highways for deficiencies that require rehabilitation, reconstruction, major maintenance, or routine maintenance activities. Set priorities for major maintenance by state forces and make recommendations for major maintenance by contract. Conduct field reviews of maintenance and construction projects. Act as a team leader on storm damage review after major storm damage.
- 10% (E) Advise the Maintenance Engineer regarding budget management for consistency with district priorities and needs; assure field maintenance compliance with Maintenance Management System (MMS) procedures.
- 5% (M) Function as the field region drug testing coordinator.

- 5% (M) Perform periodic safety reviews on maintenance operations, facilities, and equipment.
- 5%(M) Review proposed construction projects plans and specifications with regard to maintenance requirements, making recommendations that would improve the final product and improve the maintainability.

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 EXERCISED OVER OTHERS

Directly and indirectly supervises District 1 Maintenance Field Operations in its entirety.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, and equipment used in the maintenance and construction of highways, highway structures and landscape; operation of a maintenance territory; characteristics of heavy construction and maintenance equipment; rules and regulations pertaining to maintenance operations; employee health, safety and labor relations programs and the process to meet their objectives; computerized management systems; principles of effective personnel management and supervision; project management techniques; a supervisor's role in affirmative action and equal employment opportunity. Must possess a thorough knowledge of statewide maintenance functions and the missions, goals, organization, and procedures of the Department of Transportation.

Ability to plan, organize, and direct the work of others; analyze situations accurately and develop an effective course of action on very short notice; relate to and work with interdisciplinary groups and large segments of the public; make effective presentations and prepare written and oral reports; coordinate activities with other Headquarters and District Divisions and Offices, with City and County officials, and with the general public; read and write English at a post high school level; articulate program policies and goals to management, staff, and the public; advise management of program status, issues and needs; communicate effectively and tactfully; utilize a variety of analytical techniques to address complex managerial problems and issues, and possess sound techniques for handling sensitive issues.

The incumbent performs the full range of analysis in planning, coordinating, and directing activities. The incumbent is responsible to ensure optimum operations and performance of the maintenance function including management of budget expenditures and personnel. The incumbent is responsible for a variety of line functions that relies significantly on analysis of many topics.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Errors in judgment, analysis, actions, conduct, directions, and decisions could result in inefficient use of resources, employee injuries and death, injuries and death to members of the general public, loss of individual and departmental credibility, poor employee morale, and affect the ability of Caltrans to deliver its work program on schedule.

PUBLIC AND INTERNAL CONTACTS

Public contact by this position is substantial and requires a special ability to communicate and maintain a positive departmental image. Must be articulate, knowledgeable about the program, and possess negotiation skills. The incumbent represents the Department with Local, State and Federal agencies, Caltrans Districts and Divisions at all levels, and high level governmental officials and legislators. There is considerable contact with external agencies. The incumbent interfaces with the public in various forms working with city and county governmental officials, regulatory agencies such as Fish and Game, Water Quality Control Boards, local and State Fire Departments, Army Corps of Engineers, as well as members of the general public who call or write in

with their concerns. Contacts will be made daily with the public, suppliers, contractors, Headquarters personnel, other District staff, field staff, and maintenance management staff. Sensitive issues must be handled tactfully yet expeditiously. The public's image of the Department often balances on the conduct of the incumbent.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent will be required to use personal computers and telephones for long periods of time. Other physical activities will include accessing files, manuals, and other resources at various Caltrans and external offices; will be required to transport up to 50 pounds from low to high storage areas and other facility locations; will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings; will be required to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and display empathy to others.

WORK ENVIRONMENT

At their base operation, incumbent will work in a climate-controlled office under artificial lighting. Incumbent will be required to traverse office complexes, parking lots, equipment repair shops, highways, sidewalks, roadside cut and fill slopes, and drainage facilities. Incumbent will be required to travel and work outdoors and will be exposed to dirt, chemicals, noise, uneven surfaces, extreme heat, extreme wet conditions, and extreme cold.

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.)

Employee's Name

Signature

Date

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

Supervisor's Name

Signature

Date

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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