

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Maintenance Manager II	District 9 - Maintenance and Operations	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Caltrans Maintenance Manager II	909-600-6239-xxx	

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 General direction from the Deputy District Director for Maintenance and Operations, the incumbent is responsible for the operation of the District 9 Maintenance Region and for District Office Maintenance functions. The District 9 Maintenance Region is a large area consisting of over 1,000 centerline miles in Mono, Inyo, Eastern Kern, and portions of northern San Bernardino counties. The key responsibilities of the incumbent are to and in cooperation with others: develop, manage, and motivate staff; develop and manage budget; develop and implement policy; provide or obtain technical expertise; develop and maintain productive relationships with other individuals and other organizations inside and outside of Caltrans; maximize safety of employees and of the users of the transportation system.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
55% E	Manage all District 9 Maintenance field Superintendents, Regional Administration Officer. As part of performing key responsibilities related to this duty, the incumbent sets priorities; conducts safety reviews; ensures appropriate maintenance practices are used to obtain appropriate levels of service; Drug testing coordinator, advises District Maintenance Engineer on major maintenance; leads storm damage review teams; serves on Project Development Teams for Major Capital, Minor Capital, and Maintenance projects; ensures field maintenance activities are coordinated with others, as per Caltrans Policy; and responds to public contacts. Manage large snow removal and avalanche control operations including areas of politically sensitive ski resort. Must be available 24/7 days a week. Review and approve personnel actions. Ensure budgetary, time keeping, procurement needs are provided. Address public complaints. Oversee progressive discipline to ensure that the District is consistent with statewide practices, to ensure that all maintenance staff and operations run safely and effectively and is consistent with region and State-wide practices.
20% E	Manage Maintenance Region Office, Traffic Management Center (TMC) including Dispatch. As part of performing key responsibilities related to this duty, the Region Manager ensures Maintenance Region Office administrative services, District functions required from Dispatch are supported appropriately and are provided as desired. Approve Time and overtime in staff central, Approve procurement, RQS, contracts, Calcard approving official.
10% E	Manage Maintenance Storm Water, Material Sites, and Hazardous Materials. As part of performing key responsibilities related to this duty, the Region Manager ensures Maintenance Storm Water, Material Sites, and Maintenance Hazardous Materials Services are managed appropriately and are provided as desired.
10% E	Manage Maintenance Equipment Management, Radio Communications, Home Storage Permits, Maintenance Safety, Equipment and Training (META) Coordination and Culvert Inspections. As part of performing key responsibilities related to this duty, the Region Manager ensures Equipment Management, Radio Communications, Home Storage Permits Management, and META Coordination services are managed appropriately.
5% M	Manage Maintenance Information Systems, Level of Service, Maintenance Contracts, and district Warehouse that supplies to maintenance employees. As part of performing key responsibilities related to this duty, the Region Manager manages, Maintenance Information Systems, Level of Service, Maintenance Contracts, and District Warehouse provides district maintenance field staff with appropriate materials for safety and job related services are managed appropriately and are provided as desired.

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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

The incumbent supervises and manages a staff of up to 170 consisting of 16 field crews, and seven office functions. The Region Manager has ten direct reports. Staff can include over 40 snow removal staff during winter months

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must know the operation of a Maintenance Region, and know materials, methods, equipment regulations, used and affecting in the safe construction and maintenance of roadways, roadway structures, and landscape, including snow removal and emergency response. The incumbent must know asset management systems, the principles and effective supervision, and the principals of risk management and or tort liability. The incumbent must possess a thorough knowledge of statewide Caltrans Maintenance functions and the missions, goals, organization, and procedures of the Caltrans organization.

The incumbent must be able to effectively articulate program policies, goals, and benefits to management, staff, and the public and must project a positive image of Caltrans. The incumbent must be able to develop and motivate a diverse staff and to effectively coordinate activities with other District functions, Maintenance Regions, city, county, and federal officials, and other state agencies. The incumbent must be able to tactfully and effectively respond to sensitive issues including labor relations issues and be able to negotiate effectively. The incumbent must be able to use a variety of analytical techniques to address a wide variety of complex managerial problems and issues. The incumbent must be able to interpret project plans and specifications, effectively promote safety, and effectively develop and manage budgets.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbents decisions have significant direct impact on the Maintenance operations in the District 9 Maintenance Region. Poor decisions could lead to accidents, tort liability, budget over runs, disillusioned staff, and ineffective operations.

PUBLIC AND INTERNAL CONTACTS

The incumbent works in almost constant contact with others inside and outside the Maintenance and Caltrans organizations. In addition to contact with subordinates, contact with the public and counterpart managers in other agencies is substantial. The publics image of the Department often balances on the conduct of this individual.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent sits for long periods during meetings, while working at a computer, and while driving. The incumbent uses a keyboard and video display for extended periods while in the office. The incumbent must be mobile outside of an automobile when in the field.

The incumbents duties in the office and in the field involve sustained high levels of focused mental activity. The incumbent often responds to unanticipated critical needs on very short time frames. Responding to these critical needs requires periods of intense mental activity. It is common for the incumbent to be under significant stress.

The incumbent must be able to effectively function, communicate with others, and develop and maintain effective cooperative relationships during periods of high stress including emergencies, negotiations, and when contacted by individuals.

WORK ENVIRONMENT

The incumbent is based at the District 9 office in Bishop. The District 9 office is a typical climate controlled office with artificial lighting. About half of the time the incumbent works away from the Office usually traveling alone by automobile, often during adverse weather conditions, and often for more than one day at a time. When the field, the incumbent works outside of the automobile, often on slippery, icy, and very uneven terrain. Work outside the automobile can often be during adverse weather, including very high and low temperatures, strong winds, with blowing dust and snow, heavy rains, and be during both the day and during the night. Face to face meetings are often held outside in the field in these conditions.

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

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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