03-4-641

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
CALTRANS MAINTENANCE SUPERVISOR	DISTRICT 03/MAINTENANCE DISTRICT OFFICE	
WORKING TITLE	**POSITION NUMBER**	**EFFECTIVE DATE**
ASSISTANT STORMWATER COORDINATOR	903-600-6301-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 the direction of a CT Maintenance Superintendent, the CT Maintenance Supervisor (Specialist) in Storm Water Support helps the superintendent plan and schedule the work required in the National Pollution Discharge Elimination System, State Storm Water Management Plan and all other related issues regarding storm water compliance. In the field will inspect storm water related facility and activities throughout the District. The position travels throughout the State and the District and may work out-of town at least 20% of the time.

TYPICAL DUTIES

Percentage Job Description
Essential (E)/Marginal (M)[1]

55% (E) The incumbent will work with district personnel to ensure full compliance with the Federal Clean Water Act, the National Pollution Discharge Elimination System (NPDES), the Storm Water Management Plan (SWMP) and the Caltrans Storm Water Handbook – Maintenance Staff Guide.

The incumbent will assist with annual awareness training and record keeping for all Maintenance employees to ensure compliance with the NPDES permits; work with contractor and task-order driven contracts; and ensure that proper testing is done, and that monthly and annual reports are completed as required.

20% (E) The incumbent will work with the Maintenance Stormwater Section engaged in Illicit Connection/Illegal Discharge (ICID) investigations covering all associated structures and facility within the state right-of-way. Inspections will be done as required in the Federal Clean Water Act, the National Pollution Discharge Elimination System (NPDES), the Storm Water Management Plan (SWMP) and the Caltrans Storm Water Quality Handbook – Maintenance Guide.

The incumbent will review and recommend changes to Best Management Proactive (BMPs); will help with site locations, wash racks, slopes and stockpile inspections; will help with training in stormwater related issues; oversee all facets of the districts Facility Pollution Prevention Plan; will track and monitor all IMMS field reports in the F family; will update the districts STBMP database; and will submit revision to HQ IMMS.

15% (E) The incumbent will operate a computer and other devices to document inspection, create and maintain files and produce accurate and complete reports regarding inspection, and compliance with NPDES, SWMP, and all other laws, policies and procedures involving storm water management.

[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

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The incumbent will be assigned to a support position in the District Maintenance Support Office, and will be expected to respond for training and drills, as well as actual emergencies. Maintains and cleans equipment, and work areas, and will perform manual labor as needed.

10% (M) Incumbent will occasionally write service contracts. Will assist the Stormwater Coordinator in tracking all stormwater purchases and balancing the district stormwater budget.

SUPERVISION EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

This position requires knowledge of the methods, materials, tools and equipment used in the management of temporary storage and disposal sites, knowledge of source control and treatment, Best Management Practices (BMPs). The incumbent must have knowledge of storm water drainage systems and structures; knowledge of regulations and safety practices pertaining to the stated duties and provisions of the California Vehicle Code as they apply to the equipment uses; knowledge of safety and heath policies and procedures contained in the Department's Injury and Illness Prevention Program, safety rules and regulations related to assigned duties as stated in Chapter 8 of volume one of the Maintenance Manuel, pertinent OSHA regulations and basic safe work practices; knowledge of regulations and safety practices pertaining to highway emergency service, fire suppression and first aid. Must also know and follow policies and procedure for operating two-way radios; have knowledge of the principles of effective supervision; must have and maintain at a minimum a class C driver license. The incumbent must have the ability to communicate and follow directions, both oral and written, at the level required for successful job performance develop and maintain food working relationships with others; deal tactfully with the public; have the ability to keep records of personnel, equipment and material used; the ability to lead the work of others; and be able to do heavy manual labor. The incumbent must be able to analyze various situations accurately, make sound decisions and take effective actions. Must have some knowledge of hazardous waste laws and regulations at both the state an federal level. Must be able to create documents in Word, Excel and Power Point and be able to work with GPS and the GIS systems.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Judgment is exercised in making decisions relative to the safety of the incumbent, fellow employees, the traveling public and private and state property while they are engaged in assigned duties. Poor decisions or inappropriate actions could jeopardize the safety of any of these and such acts could also result in monetary loss and embarrassment to the state.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent contact with the traveling public, especially during traffic control operations, this position has intermittent contract with various other individual and agencies such as district and region office employees, and local and state law-enforcement and fire and emergency personnel.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent will be required to drive/operate various highway maintenance vehicles and to do manual labor including; extensive walking, squatting, bending, twisting, reaching, walking on uneven ground, climbing up and down slopes and prolonged standing; will be required to work at heights, on slopes and embankments,. The incumbent must be able to cope with and respond to emergency situations such as those connected with traffic and weather conditions and other natural disasters; will be required to deal tactfully and courteously with the public under stressful and possible adverse conditions; be able to focus on precise work beyond the distraction of traffic be emotionally stable and alert and aware at all times, at a satisfactory level to ensure the safety of the employees and others.

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WORK ENVIRONMENT

Although position is based in a Caltrans Office, the incumbent will work extensively in the field, on foot or operating equipment, and travel throughout the district in the performance of their assigned duties. Work environment will include urban, rural, and mountain areas, and multi-lane freeways, and urban and rural secondary roads. Weather conditions very from a cold, windy and wet winter climate to a very hot and/or foggy summer climate. Heavy rains and snow is to be expected in the winter. The incumbent will be required to work outside in extreme temperatures and inclement weather; will be exposed to noise, dust and chemicals; will be required to wear long pants, and appropriate footwear in good condition; and must wear provided personal protective safety equipment such as safety shirts or vests, hard hats, safety glasses and gloves, as well as other devices deemed necessary. The position may require alternative workweek and/ or shift to meet operation requirements; working inside will require sitting at a desk performing data entry, answering telephones, filing and other office duties for extended periods.

Required to work in a wide range of sometimes extreme conditions.

Personal safety requirements include:

A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
C. Long pants. No shorts or cutoffs.
D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department.

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 (Print)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE

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