

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Supervisor	OFFICE/BRANCH/SECTION D5 - Maintenance Support
WORKING TITLE Stormwater and Hazmat Assistant	POSITION NUMBER 905-600-6301-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 direction of a Maintenance Manager II the Assistant Hazmat / Storm Water Coordinator, is a District Office Maintenance Support Staff position. They are responsible for the oversight of the Maintenance Department's hazardous materials and storm water programs. The geographical area of responsibility covers Santa Barbara, San Luis Obispo, Monterey, Santa Cruz and San Benito counties. This position covers all facets of hazardous materials and storm water management, including; record keeping, documentation, writing reports, developing and implementing training curriculum; writing and managing contracts. Responding to emergencies involving hazardous materials. Attending statewide and regional Hazmat and Stormwater Conferences and interacting with outside agencies. In addition, this position assists the District Coordinator in developing new policies, and assures compliance with the National Pollutant Discharge Elimination System (NPDES) permits that have been issued to District 5 Caltrans by the Regional Water Quality Control Board (RWQCB). The NPDES permit includes a Storm Water Management Plan which describes the framework for managing discharges of storm water from Caltrans owned rights of way and facilities within the jurisdiction of the regional boards. The incumbent will assist in updating the maintenance station Business Plans, the District Spill Contingency Plan and the Diablo Canyon Emergency Response Plan. Incumbent will conduct facility inspections for compliance of environmental laws and regulations.. Incumbent will assist Coordinator in conducting annual hazmat and storm water training for all Maintenance employees. Incumbent will respond to hazmat spills throughout the District. Incumbent will approve invoices directly related to the programs and forward to Headquarters accounts payable. This position will require evaluating employees training records and facility inspections; making conclusions as to the status of maintenance compliance with NPDES permits and environmental laws and regulations.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
30% E	Incumbent will work with local supervisors and staff on maintaining compliance with the RWQCB and Environmental Regulatory Agencies to ensure the Department is in full compliance with NPDES Permits and environmental laws and regulations. Coordinate with other departments to ensure that commitments for Maintenance activities and functions are not beyond the resources of the Maintenance Program.
15% E	Incumbent will assist in reviewing the Best Management Practices (BMP'S) for all Maintenance activities and Storm Water Pollution Prevention Plans (SWPPP) for approximately 15 facilities. Assist in the training awareness of employees on storm water pollution and hazardous materials spills. Conduct field inspections of operational BMP's and facility SWPPP's. They will be conducted as needed to document and maintain compliance compliance.
15% E	The incumbent will act as liaison between the Maintenance Supervisors in the Regions and the District Maintenance Stormwater / Hazmat Coordinator.
15% E	The incumbent will attend local agency meetings and develop a networking relationship with them to promote good communication and cooperation in managing events.
15% E	The incumbent will also be responsible for the Self Generated Waste Program. This will include the scheduling of a Hazardous Waste contractor. Will be responsible for all hazardous materials manifests, receiving records and tracking of material to its final destination.
10% E	The incumbent will respond to hazardous material spills within the District. Must be responsible for the oversight and safety of the spill contractor. Ensure the contractor identifies and disposes of the material. Incumbent will review all invoices for accuracy and approve for payment all invoices associated with spills. Incumbent will keep accurate diary and records for all hazmat events to confirm accurate billing from the contractors. Will assist the Stormwater Coordinator in tracking all stormwater purchases and balancing the district stormwater budget. Will work in the TMC as

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needed to cover shifts and emergencies. Will backup the MSR Coordinator and the District Equipment Manager in their absences.

<sup>1</sup>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**

Under the direction of a Maintenance Manger II the Assistant Hazmat / Storm Water Coordinator has considerable latitude of independent action and is responsible and expected to meet all deadlines, regulatory requirements and follow all Departmental policies and Procedures, laws and regulations. This position does not supervise other employees.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The Incumbent will be responsible for reviewing hazardous materials and storm water needs within the Maintenance facilities and operations. Must have the ability to make recommendations for changes required do to changes in policy or law. Incumbent is expected to provide clear interpretation of existing environmental laws and regulations. Must be able to do minor analytical work and have computer skills in Word and Excel programs.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent shall consult with the Storwater / Hazmat Coordinator prior to submitting any documents on storm water plans to ensure they do not conflict with current policies and resources. All NPDES Plans shall be reviewed by Maintenance prior to submittal to the Environmental Branch. Poor judgement could be detrimental to the Department. Maintaining courteous and respectful lines of communication with other agencies, private sector and the public are essential.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent has extensive internal contacts with other Departments and agencies when dealing with hazardous material emergency response and storm water pollution reduction efforts. Tact and discretion must be used at all times when communicating and exchanging information as to not cause any discredit to the Department. Business Plans and inspection records will be kept with the highest level of accuracy and compliance. You shall communicate politely and with respect to all employees, public, other agencies and divisions. You shall understand the importance of maintaining a positive relationship with local business in this area and the economic and political impacts of poor decision making.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Position can involve mentally intensive analysis. Must also be able to react quickly to errant motorists in the field. The normal work shift will require standing, sitting, and walking up to 100% of the time. Most of the time will be spent at a computer work station. There will however be long and strenuous periods of field work when working large hazardous material spills.

**WORK ENVIRONMENT**

Most of the time you will be in a climate controlled office with artificial lighting at a work station. Occasionally will be required to work in the state right of way, exposed to the hazards of traffic, weather, and climate. Normal work hours are Monday-Friday 0700-1530. The incumbent may be required to work overtime including nights and weekends and may be required to work varied work shifts on a temporary or intermittent basis.

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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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