

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Supervisor	OFFICE/BRANCH/SECTION MAINTENANCE/D07/MAINT SUPPORT	
WORKING TITLE Assistant IMMS Coordinator	POSITION NUMBER 907-601-6301-003	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:

This position will assist the Division of Maintenance Integrated Maintenance Management System (IMMS) Coordinator. This individual is directly supervised by a Caltrans Maintenance Manager I, in the Maintenance Support Unit, and receives functional guidance from the IMMS Coordinator in the classification of Caltrans Maintenance Area Superintendent. This individual assists the Maintenance Division concerning all aspects of the Integrated Maintenance Management System (IMMS) and must be able to travel through out the State to attend job related training. This position is responsible for obtaining restitution for damage to State property and is a member of District 7 Emergency Operations Center (EOC). This position requires a California's Drivers License, Class C. Work schedule is 06:30 to 15:00, 5/40 work week, Monday to Friday in the District Office, Los Angeles.

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Assist in maintaining accuracy and monitoring continuously the District's entire Integrated Maintenance Management System, which includes inputting all physically changed inventory into IMMS. The Assistant Coordinator assists in the coordination with field supervisors and superintendents regarding their Stock Area, compiling the information and developing accurate reports for management. Assists the IMMS Coordinator and field supervisors on all relinquishments for Maintenance will all other District Divisions and Headquarters. The CMS must negotiate with insurance companies on obtaining restitution for the State.
40%	E	Trains the field maintenance supervisors and superintendents in coordinating, organizing, and providing direction and guidance on the compliance with Departmental requirements for IMMS reporting. Assist in preparing Maintenance cost reports from the IMMS for the Division of Maintenance, other Divisions and Headquarters on request.
20%	E	Assist the Division of Maintenance on the statewide IMMS Coordinators Committee throughout the year. Attend various IMMS training in Sacramento. The Assistant IMMS Coordinator will be a member of District 7 Emergency Operations Center (EOC) staff and will participate and assist for preparation of functional exercises relating to the activation of the EOC.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires knowledge and abilities to adhere by all Caltrans policies and directives. Must have knowledge of personal computers. Must have thorough knowledge of maintenance operations and the Integrated Maintenance Management System; responsible for advising field supervisors on how to properly utilize the Integrated Maintenance Management System. Must have a knowledge of the materials, methods and equipment used in the maintenance and construction of all elements of the highway system. Must have knowledge of the methods used in developing work standards and productivity measurement. This employee must have working knowledge of the Maintenance Manual Volume 1 and 2. The employee must have the knowledge and ability to negotiate with insurance companies on obtaining restitution for the State. The incumbent must be able to use established methods to analyze existing work standards and develop new standards as needed.

Must be able to analyze the use of employees, equipment and materials for specific maintenance operations; to review

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

costs and formulate unit cost information; analyze field data so that reported work output of maintenance crews can be properly evaluated and effectively used by field supervisors in planning and scheduling work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This employee is responsible for the accuracy of the District's highway inventory and work standards through the IMMS computerized system. Poor decisions would result in errors in preparing budget requests, since the IMMS is the basis for maintenance allocations. The day to day decisions are not reviewed and must be carefully thought out. Improper decisions could result in erroneous management information, delays in receiving information needed by supervisors for making management decisions and/or monetary loss to the Maintenance Division and the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with Maintenance Office and Division personnel. This employee will also have frequent contact with Headquarters Maintenance personnel and the Statewide IMMS Coordinators. This individual will have contact with Insurance companies and other Government Agencies and Departments. Public contact is limited to occasional information calls. Employees may be subject to and have the ability to handle irate employees and the public in a calm manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This employee must be able to drive throughout the District, as well as drive throughout the State, to work and attend meetings. This individual must possess a California Drivers License, Class C, to perform the essential job responsibilities for the Integrated Maintenance Management System. During emergency situations, the employee may be required to work long hours, nights and weekends in a wide range of extreme weather conditions.

Employees may be required to sit for long periods of time using a keyboard and video display terminal. This employee must have the ability to perform sustained mental activity as during report writing. Emotional requirements include the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses.

WORK ENVIRONMENT

This employee will be working in the district office. The office has artificial lighting and the building temperature may fluctuate. In the field the employee might be exposed to dirt, noise and or extreme heat or cold. The employee will be required to work in a high rise climate-controlled building with artificial lighting in a cubicle.

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
