

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Supervisor	OFFICE/BRANCH/SECTION 08-601 (2339) Maintenance Support	
WORKING TITLE Assistant Maintenance Emergency Operations Coordinator	POSITION NUMBER 908-601-6301-918	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 direction of a CT Maintenance Manager I, serving as the Maintenance Support Branch Chief, the CT Maintenance Supervisor acts as the Assistant Maintenance Emergency Operations and LOS Coordinator, and is a member of the Major Damage Restoration Assessment. The normal workweek is 9/80 "B" every other Friday off from 06:30 a.m. to 4:00 p.m. The incumbent may be required to work overtime including nights and weekends and will be required to work night shift during winter storm conditions. The incumbent will be expected to respond to emergency call-outs. Possession of a class C drivers license is required. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹ 55% E	<p>The incumbent serves as the assistant Emergency Operations Coordinator for the District 8 Maintenance Division. The incumbent will assist District (D) 8 Level of Service (LOS) and Emergency Operations Coordinator. The incumbent will work closely with Headquarters Office of Emergency Management (OEM), D8 Maintenance Managers, Superintendents, Supervisors, various local government and public interest groups.</p> <p>The incumbent will ensure the D8 Emergency Operations Center (EOC) and back-up EOC are maintained for proper operation, state of readiness, and responsiveness prior to any Emergency or Disaster event. Incumbent will work with District Telecommunications Manager ensuring all redundant communication devices are in proper working order. Incumbent will assist the LOS and Emergency Operations Coordinator in updating the D8 Emergency Operations Plan (EOP) and Snow / Ice Plan (SIP) annually.</p> <p>The incumbent works with the D8 Maintenance Budget Officer, Maintenance Training Coordinator, LOS and Emergency Operations Coordinator to develop and institute Emergency Response job specific training. The incumbent works with the D8 Maintenance Training Coordinator, LOS and Emergency Operations Coordinator for administering the Federal Emergency Management Agency (FEMA) Independent Study Program (ISP), including test scoring, issuing certificates and processing employees through the course. Update Headquarters (OEM) in meeting FEMA matrix training standards.</p> <p>The incumbent works with Headquarters OEM, LOS and Emergency Operations Coordinator, and local government agencies planning and participating in emergency drills, table top and functional exercises. Incumbent will assist LOS and Emergency Operations Coordinator for planning District 8 Maintenance in the annual Great Shake Out and Golden Guardian events.</p>
20% E	<p>The incumbent will serve as the Major Damage Restoration Assessment Team member for the District 8 Maintenance Division. The incumbent will respond to Major Damage sites to evaluate damage and take pictures. The incumbent will work closely with D8 Maintenance Engineering, Maintenance Managers, Superintendents, and Supervisors. Incumbent will assist in evaluating and gathering of data from visited major damage sites, provide experienced inventory and field maintenance expertise. Assist D8 Maintenance Engineering staff in maintaining Maintenance summary expenditure logs; track Integrated Maintenance Management Systems (IMMS) work orders on all major damage restoration events. Assist in updating district Major Damage Restoration Assessment Team (MDRAT) Guide Plan annually.</p>

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10%	E	LOS- The incumbent will be the backup for the D 8 Level of Service coordinator. Assist in conducting Field LOS segment evaluations. Monitoring the IMMS inventory, District 8 night inspection reports, and k-rail inspection reports to ensure that they are kept current. Assist in tracking traffic elements for Winter LOS reports.
10%	E	EOC - The incumbent is a valued member of the D8 Emergency Operations Center. The incumbent is expected to report to the D8 EOC or the back up EOC when it is activated in the event of an emergency and/or natural disaster and fulfill one of the staff assignments.
5%	M	Participates in emergency drills and training. Will work with other Caltrans divisions, as well as city, county, state law enforcement and emergency services agencies.

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

This is a specialist position and does not supervise. However, the incumbent will occasionally serve as lead-person to schedule and guide the Emergency Operations work of other District Maintenance staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires extensive knowledge of the principles and methods of highway maintenance practices; methods and processes of evaluating the condition of the inventory; priorities and direction of District and Headquarters' Management; materials and equipment necessary to accomplish the Division's mission and goals; and budget preparation, monitoring and reconciliation. Must have knowledge of Emergency Operations National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), Incident Command System (ICS), Emergency Operation Center (EOC) procedures), major damage restoration, and assessment to highway inventory.

Requires knowledge of Integrated Maintenance Management System (IMMS), modern office methods, forms and equipment; public information channels and methods; computer applications such as Word, Excel and Power-point; and purpose, organization, policies, procedures and functions of the Department of Transportation.

The incumbent must have the ability to work independently with minimal supervision as well as the ability to direct the work of others and work well in a team situation. Must have the ability to communicate effectively, make oral presentations, analyze data collected, and formulate an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action and initiative in carrying out regularly assigned duties as well as completing assigned projects that have significance to the Maintenance Division, statewide. Decisions must be thoroughly considered, as they will effect the safety of the Maintenance workforce and the traveling public. Poor decisions or actions could have broad implications involving employee morale, their safety and that of the traveling public. Poor decisions or errors in judgment could also lead to loss of public confidence, monetary loss and embarrassment for the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent and regular contact with Maintenance field employees, supervision, management and staff at the District Office and Headquarters levels. Will have extensive contact with the public and various local government and public interest groups in the course of duties. Must conduct activities in a manner that projects a positive image of the Department, and its polices and goals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard mouse and monitor. The incumbent will be required to sit in/on and drive/operate maintenance vehicles. The incumbent will be required to do manual labor including; twisting, reaching, climbing, walking on uneven ground and prolonged standing. 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, and will be required to deal tactfully and courteously with the public, other government agencies under stressful and possibly adverse conditions.

WORK ENVIRONMENT

The incumbent will work primarily in an office environment with climate control and artificial lighting. Will be required to sit

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for prolong periods of time using a video terminal display and a keyboard. A percentage of the incumbent's time will be in spent in the field, driving a vehicle or working on foot. Weather conditions vary from a cold, windy, and wet winter climate to a very hot and predominately dry summer climate. Temperature extremes can range from below freezing in the winter to well over 100 degrees on a consistent basis in the summer. Occasional heavy thunderstorms can be expected in the summer months and heavy rain is to be expected in the winter. The incumbent will be required to drive a vehicle and work outside in extreme temperatures and inclement weather, and may be required to sit or stand for long periods. May work on uneven surfaces and may be exposed to noise, dust, hot materials and chemicals. Will be required to wear long pants, appropriate footwear, and must wear provided personal protective safety equipment such as shirts or vests, hard hats, safety glasses and gloves, as well as other safety devices deemed necessary. The incumbent will travel extensively in the District and as needed to Headquarters. The incumbent will be called upon to work in Emergency Operations Center during natural or man-made disasters and may be required to work at Summit Comm during winter storm events.

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