

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Caltrans Maintenance Supervisor	<b>DISTRICT/DIVISION/OFFICE</b> 56 / Maintenance / Office of Systems and Studies	
<b>WORKING TITLE</b> IMMS Support Team	<b>POSITION NUMBER</b> 913-650-6301-918	<b>EFFECTIVE DATE</b>

**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 supervision of a Caltrans Maintenance Manager I, the incumbent will perform a variety of duties related to the Integrated Maintenance Management System (IMMS). Incumbent will be assigned to the headquarters office and will act as IMMS trainer.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45% (E)	The incumbent will be an IMMS trainer statewide and at the headquarters office. The incumbent will assist with maintaining and updating the IMMS Training Guide, IMMS Region Office Guide, as well as the PowerPoint presentations and instructor’s lesson plans.
40% (E)	Incumbent will perform various tasks associated with IMMS including; utilizing the Hansen computer application to perform data input, analyze data input by end users, and when issues arise, take effective course of action to resolve issues. Incumbent will provide guidance to District Coordinators and end users on proper reporting procedures and use of IMMS. The incumbent may be assigned other duties as required including administrative needs such as manual and publication revisions.
15% (M)	Duties will include assisting in Quality Assurance (QA) Inspections of the Physical Inventory system within IMMS. This will include data entry and data analysis of collected information as well as performing QA inspections of Physical Highway Inventory statewide.

**SUPERVISION EXERCISED OVER OTHERS**

None, this position does not supervise.

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<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

## **KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

Must have working knowledge of Caltrans' organizational structure including the county-route-post mile system and assignment of cost centers, and a basic understanding of Maintenance work activities including; equipment, materials, and methods used in highway maintenance field operations. Incumbent must be familiar with the IMMS reporting procedures and proper charging practices.

Must have the ability to navigate the Microsoft Windows environment, have knowledge of the Hansen software used for IMMS, and have working knowledge of the various software programs routinely utilized in Division of Maintenance operations including; Microsoft Outlook, Microsoft PowerPoint, Microsoft Excel, Microsoft Word, and Microsoft Internet Explorer.

Must have thorough knowledge of the Caltrans Maintenance Manual Volume One and Caltrans Maintenance Manual Volume Two.

Must be able to use standard statistical approaches to analyze historical information to form independent judgments, and based on the results of that analysis, incumbent will be expected to take an appropriate course of action. Must have the ability to reason logically, analyze complex problems, and develop sound solutions.

Must possess effective communication skills, written and oral, maintain good working relationships, and be able to effectively make presentations to small or large groups. Must have the ability to work independently, with minimal supervision.

## **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

The IMMS Project is of critical strategic importance to the Department, and to the Division of Maintenance in particular. Failure to properly execute duties may have far-reaching impacts to the Department's credibility and could impair field maintenance productivity should the IMMS project goals not be achieved.

## **PUBLIC AND INTERNAL CONTACTS**

Incumbent will have regular contact with both headquarters and District Division of Maintenance staff. Incumbent will also have routine contact with employees in other Divisions and Departments. Contact with other programs or Departments will often be to investigate computer system or process problems. Incumbent will need to have the ability to work constructively and objectively with others to resolve issues, while maintaining a good reflection on him/herself, and on the Division of Maintenance as a whole. A customer service focus is required in all communications.

## **PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent may be required to stand for extended periods of time during training sessions. The incumbent may also be required to sit for extended periods of time performing computer work, reading or preparing documentation, or attending meetings. The incumbent will also be required to use their hands for intricate work including minor adjustment of office equipment or printer or fax machine paper replacement. Computer work includes input of data, at times repetitive.

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The incumbent is required to lift up to 15 pounds. The incumbent must be able to work in stressful environments including working within tight time frames, short-term deadlines, and changing priorities. The incumbent must have the ability to cultivate good working relationships with other employees.

On occasion, incumbent will be required to perform field reviews on State highway right of way. Incumbent must be able to walk for extended periods of time, at times on unstable terrain; and must have the ability to understand and follow safety policy applicable to field work and the office environment.

A valid Class C Driver's License issued by the Department of Motor Vehicles is required at all times for this position.

The incumbent must be available for travel. Amount of travel for this position will be based on workload. The incumbent could be required travel statewide up to 75% of the work time.

### **WORK ENVIRONMENT**

Office environment is a two-story office building, with stairs and elevator, carpet, fluorescent lighting, and functional cubical style workstations.

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.)

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Employee's Name

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Signature

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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's Name

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Signature

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Date

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