

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b><u>CLASSIFICATION TITLE</u></b>	<b><u>DISTRICT/DIVISION/OFFICE</u></b>	
CALTRANS MAINTENANCE MANAGER I	01/MAINTENANCE FIELD OPERATIONS	
<b><u>WORKING TITLE</u></b>	<b><u>POSITION NUMBER</u></b>	<b><u>EFFECTIVE</u></b>
MAINTENANCE SUPPORT REGION MANAGER I	901-630-6280	

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; 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 served by Caltrans.

**GENERAL STATEMENT:**

Under the general direction of the Maintenance Manager II, this position is responsible for evaluating and sustaining programs and policies set forth in Field Maintenance for District 1.

**TYPICAL DUTIES:**

- 30% E Manages the Field Maintenance Region Office for the District Maintenance Division, which consists of rank and file employees and excluded employees. The Region Office is responsible for time keeping; accounts payable; contract delegation; purchasing; record tracking and reconciliation; damage to state property recoveries; health benefits; payroll and other maintenance support duties for Field Maintenance.
- 30% E Responsible for managing service contracts and budgets for the maintenance division including supervision of a Superintendent Contract Manager responsible for the overall planning, implementing and monitoring of state contracts for District 1's Field Maintenance. Responsible for providing IMMS coordination, IMMS support, and IMMS expenditure reporting support and physical inventory management. Responsible for coordinating the District Mazeep program as well as Adopt A Highway.
- 15% E Coordinates Maintenance support activities with other offices, departments, divisions, headquarters and local agencies.
- 10% E Provide oversight and guidance to daily and long term Field Maintenance activities. Assure quantity and quality of work meet standards.
- 10% E Responsible for implementation and management of the Maintenance Division's LOS Program including supervision of a Superintendent LOS Coordinator responsible for effective measurement and reporting of LOS information.
- 5% M Performs the full range of duties of the Maintenance Manager II as delegated by the MM II, including supervision and management of the Field Region.

**SUPERVISION RECEIVED:**

General direction is received from the Maintenance Manager II for Field Maintenance Support, District 1.

**SUPERVISION EXERCISED:**

Directly supervises Maintenance support personnel, which consists of two Office Techs, two Staff Services Analysts, two Maintenance Superintendent Specialists and one Caltrans Maintenance Supervisor. The Maintenance Specialists consist of the Contract Manager/IMMS/Budgets/ Mazeep Coordinator, and LOS Coordinator/Contract Manager. The Maintenance Supervisor consists of the Adopt A Highway Coordinator.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:**

The incumbent must have knowledge of maintenance budgeting, purchasing and financing; personal computers; equipment operation, management and maintenance; hazardous materials management; contracting; integrated maintenance management system; factors which influence the impact of transportation facilities and maintenance practices on the environment, the community and the economy. Principles and techniques of personnel management and supervision; the Department's equal opportunity and labor relations policies and objectives; a supervisor's role in equal opportunity, health and safety, labor relations programs and the processes available to meet their objectives. Must possess a thorough knowledge of statewide maintenance functions and the missions, goals, organization and procedures of the Department of Transportation.

Must have knowledge of materials, methods, and equipment used in Maintenance; the ability to plan, organize and direct the work of others; analyze situations accurately and develop an effective course of action on very short notice; relate to and work with interdisciplinary groups and large segments of the public; make effective presentations; and prepare written and oral reports. Ability to coordinate activities with other Headquarters and District Divisions and Offices, with Federal, City and County officials, and with the general public.

Ability to read and write English at a post high school level. Must be able to articulate program policies and goals to management, staff, and the public. Often will be required to advise management of program status, issues and needs. Must be able to communicate effectively and tactfully. Must possess sound techniques for handling sensitive issues.

Class C License required.

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

Errors in judgment, analysis, actions, conduct, directions and decisions could result in inefficient use of resources, employee injuries and death, injuries and death to members of the general public, loss of individual and departmental credibility, poor employee morale and affect the ability of Caltrans to deliver its work program on schedule.

**PUBLIC AND INTERNAL CONTACTS:**

Public contact by this position is substantial and requires a special ability to communicate and maintain a positive departmental image. Must be articulate, knowledgeable about the program and possess negotiation skills. The incumbent represents the Department with other local, State and Federal agencies, Caltrans Districts and Divisions at all levels and high level governmental officials and legislators. The Maintenance Manager I interfaces with the public in various forms working with city and county governmental officials, regulatory agencies such as Fish and Game, Water Quality Control Boards, local and State Fire Departments, Army Corps of Engineers, etc., as well as members of the general public who call or write in with their concerns. Contacts will be made daily with the public, suppliers, contractors, Headquarters personnel, other District Branches, field staff and Maintenance management staff. Sensitive issues must be handled tactfully yet expeditiously. The public's image of the Department often balances on the conduct of this individual.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:**

Incumbent will be required to use personal computers and telephones for long periods of time. Other physical activities will include accessing files, manuals and other resources at various Caltrans and external offices. Incumbent will be required to transport up to 50 pounds from low to high storage areas and other facility locations.

Incumbent will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings.

Incumbent will be required to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and display empathy to others.

**WORK ENVIRONMENT:**

At their base operation, incumbent will work in a climate-controlled office under artificial lighting. Incumbent will be required to traverse office complexes, parking lots, equipment repair shops, highways, sidewalks, roadside cut and fill slopes, and drainage facilities. Incumbent will be required to travel and work outdoors and will be exposed to dirt, chemicals, noise, uneven surfaces, extreme heat, extreme wet conditions and extreme cold.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

\_\_\_\_\_  
EMPLOYEE (Please print) EMPLOYEE (Signature)

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
EMPLOYEE (Please print) EMPLOYEE (Signature)

\_\_\_\_\_  
DATE