

CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT

<u>CLASSIFICATION TITLE</u> <b>CALTRANS MAINTENANCE MANAGER I (Specialist)</b>	<u>DISTRICT/DIVISION/OFFICE</u> <b>04/ MAINTENANCE / MAINTENANCE SERVICES</b>	
<u>WORKING TITLE</u> <b>HAZMAT/ GENERATED WASTE MANAGER</b>	POSITION NUMBER  904-608-6280	EFFECTIVE  1-1-14

As a valued member of the Caltrans team, you make it possible for the Department to improve mobility across California by being innovative and flexible; reporting to work regularly and on time; 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 general direction of the Maintenance MMII, the Hazmat Manager is responsible for the oversight of District 4 Maintenance Department Hazardous Materials and Generated Waste Program. The incumbent is responsible for all facets of hazardous materials and generated waste 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 meetings, and interacting with outside agencies. In addition, this position assists the district emergency response center and assists the district in developing new policies to assure compliance to the Hazardous Material Program policies and procedures. Required to respond to emergency callouts before and after normal working hours, including holidays and weekends.

**TYPICAL DUTIES:**

- 25% (E) The incumbent acts as a liaison between Maintenance Regions and the District Maintenance Support Branch dealing with hazmat issues
- 20% (E) The incumbent develops curriculum and conducts mandated annual training for hazmat awareness and first responders
- 5% (M) The incumbent attends local agency meetings and develops a network system to promote good communication and cooperation
- 15% (E) The incumbent assists the Emergency Operations Center manager, maintains EOC equipment and facility in a ready state, assists in EOC exercise planning, represents Caltrans in meetings with various local Emergency Operation Centers, and responds to emergency response duties during EOC activation.
- 15% (E) The incumbent is responsible for the Self-Generated Waste Program, including scheduling of Hazardous Waste contractor pick up, responsibility for all manifests, receiving records, and tracking of material to final destination

20% (E) The incumbent will respond to hazardous material spills within the district, be responsible for over site of a spill contractor to identify and dispose of hazardous substances released within the State right of way and for approving all invoices for payment associated with the spill in a timely manner.

**SUPERVISION EXERCISED OVER OTHERS:**

The incumbent does not exercise direct supervision over others but acts as a liaison between office staff and field maintenance activities related to Hazmat and Generated Waste activities. May assume responsibilities of MMII when asked to perform such tasks.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:**

The incumbent must be a hazardous material specialist (or be capable of attaining certification within one year of appointment) and be certified as a Hazardous Material Training Instructor. The incumbent must have an excellent working knowledge of federal, state, and local regulations regarding hazardous materials handling, transportation, storage, and spill response and the requirements for business plans, site investigation, and the management of above ground and under ground fuel tanks. The incumbent must be able to prepare correspondences and reports and to communicate effectively orally and in writing. The incumbent must have the ability to read and write English at a level required for successful job performance. The incumbent must be able to use a computer and software. He /she must be able to interpret departmental policy and make clear oral and written presentations. The incumbent must be able to expand on the practical application of written policies, procedures, and standards. Incumbent must possess a valid class C California Drivers License.

**ANALYTICAL REQUIREMENTS:**

The duties of this position involve extensive analytical work. The incumbent is the consultant and expert on storage and removal of Caltrans generated hazardous material. It is his/her major responsibility to maintain a constant view of all maintenance practices, policies, procedures, and analyze all elements and conditions to assure consistency and optimum operational efficiency and safety. The incumbent must have the ability to organize and prioritize work, analyze situations accurately, and develop an effective course of action.

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

The Maintenance Hazardous Material Program Manager is responsible for making decisions and providing direction for the District Maintenance Hazardous Materials Program. Errors in judgment or poor decisions could result in damage to the environment, public or private property, and injury to the public and / or state employees. Damage to the environment or violation of policy and procedures could result in expensive fines, extensive mitigation, and /or civil lawsuits, and /or criminal prosecution. Failure to follow policy could result in a negative perception of the department by the public and create a negative view by public and other agencies.

**PUBLIC AND INTERNAL CONTACTS:**

The Hazardous Material Manager's public and internal contacts are considerable. The incumbent works with a multitude of federal, state, and local regulatory agencies involved in the management of hazardous materials. Extensive internal contacts are made with field maintenance employees.

**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 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. Incumbent will be required to occasionally drive to perform field reviews in various weather conditions and attend meetings throughout the state. The Hazardous Material Manager must behave in a fair and ethical manner towards others and demonstrate a sense of responsibility and commitment to public service.

**WORK ENVIRONMENT:**

While at their base operation, employee will work in a climate-controlled office under artificial lighting. Employee will also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat and cold.

I certify that I can perform the duties listed above **with/without** reasonable accommodation.

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EMPLOYEE

DATE

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

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SUPERVISOR

DATE