

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE MAINTENANCE MANAGER I	OFFICE/BRANCH/SECTION SPECIALTY REGION	
WORKING TITLE MAINTENANCE MANAGER I, ELECTRICAL	POSITION NUMBER 904-760-6280	EFFECTIVE DATE 04/11/2014

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: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the general direction of the Region Manager (MMII), this position implements and evaluates programs and policies in the field maintenance operations for State owned Electrical / Electronic Systems and the Tunnels and Tubes Facilities for District 4. Must possess a valid drivers license.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% (E)	Incumbent supervises field operations for the Electrical and Tunnels and Tubes Crews of District 4's Specialty Region. Assist MM II in staffing, training and allocation of resources; establishes and oversees uniform maintenance practices and level of service. Coordinates field maintenance activities with other departments, local agencies and utility companies. Incumbent handles public complaints and issues with other departments and other agencies. Responsible for overall planning and monitoring of workload levels, directing equipment and materials utilization. Ensures that time-keeping and procurement needs are provided.
40% (E)	Oversees Specialty Region's contracts and inventories involving Electrical / Electronic Systems. Reviews difficult electrical / electronic maintenance, repair or minor construction problems. Performs field review and performance of state owned electrical and electronic equipment and device and facilities for deficiencies that require repairs, upgrade, rehabilitation or routine maintenance activities. Periodically does field and safety reviews of maintenance and construction projects.
10% (E)	Reviews IMMS to assures field maintenance compliance. Monitors resources in accordance with budget allocations.
10% (M)	This position will act as an assistant to the Region Manager for Electrical / Electronic Systems & Tunnels and Tubes and will act in his/her stead when absent.

¹ 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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS
Directly and indirectly supervises and directs Area Electrical Superintendents, Electrical Supervisors, Tunnels and Tubes Supervisors, Office Staffs and Warehouse personnel. The incumbent plans, assigns, and gives technical support to them as necessary, to ensure a timely and smooth flow of work commitments and assignments.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS
Tunnels and Tubes; Electronics incorporated in the Intelligent Transportation Systems (ITS) and Electronic Toll Collections; rules and regulations pertaining to maintenance operations; employee health, safety and labor relations programs and the process to meet

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their objectives; computerized management systems; principles of effective personnel management and supervision; project management techniques; a supervisor's role in affirmative action and equal employment opportunity.

Knowledge of the Department's vision, goals and priorities as outlined in the Caltrans' Strategic Plan Managing for Results.

Knowledge of the Maintenance Program and resources available.

Knowledge of Departmental and District manuals, policies, and procedures relating to maintenance activities.

Must have a good understanding of the department and district mandates, policies, and instructions pertaining to those administrative procedures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, decision making, and trouble shooting skills could affect public safety or result in tort liability for the department. The work environment could also be rendered unsafe for employees involved in the project.

PUBLIC AND INTERNAL CONTACTS

Public contacts will be by telephone, letter and in person; from citizens, other Agencies, representatives of City, County, Police and Maintenance Departments; utility companies; regarding complaints, billing inquiries, use of materials, etc. Internal contacts will be by telephone, letter, and in person, from Maintenance, Administrative, Traffic, Construction, and Accounting personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent must be physically capable of utilizing writing instruments. Incumbent may be required to bend, stoop, twist, power grasp, use fine manipulation, stand, sit, squat, lift and pull during performance of their duties. Incumbent should have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding and working on other structures associated with state facilities. Incumbent should have visual and color acuity adequate for performing the essential functions of the job.

Mental: Incumbent must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide an end product that is safe and usable.

Emotional: Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties.

WORK ENVIRONMENT

While at their base of operation or at meetings with other entities, employees will work inside of climate controlled buildings, but some operations will take place alongside, over or upon state highways and right of way. The incumbent will be exposed to noise, inclement weather, and dirt, odors, uneven surfaces, high-speed traffic conditions and moving construction equipment. The incumbent must be willing to work odd hours, nights, and weekends if called upon.

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.)

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EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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