

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Maintenance Manager I	D4 Maintenance/North Bay Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
	904-610-6280-xxx	02/25/2015

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 general direction of the Maintenance Manager II, this position assists with the implementing, evaluating and sustaining major programs and policies in the field maintenance operations for the North Bay Maintenance Region.

**TYPICAL DUTIES:**

Percentage		Job Description
60%	E	Supervises field operations of crews of the North Bay Maintenance Region and assists with providing staffing, training and resources; establishes and oversees uniform maintenance practices and level of service. Incumbent responds to complaints from the public, both verbally and in writing. Utilizes information provided by the Integrated Maintenance Management System (IMMS), Bay Area Incident Response System (BAIRS) and AMS Advantage. Incumbent assists the North Bay Region Manager with the planning and monitoring of workload levels, directing of equipment and proper materials utilization. Ensures that budgetary, timekeeping and procurement needs are provided for. Reviews and approves personnel transactions, issues and requests for adverse action.
20%	E	The incumbent assists in the management of Hazardous Materials and Spill incidents for the North Bay Region. Communicates and coordinates resources with local responders, including local agencies, California Highway Patrol, Fire Departments, Fish and Game, State and local Water Resources Control Boards, County Health Departments, Hazmat Contractors and others impacted by incidents. Reviews completed spill documentation and verifies contractor invoices for clean-up.
15%	E	Reviews difficult maintenance or minor construction operation problems; performs field review of State highways for deficiencies that require rehabilitation, reconstruction, major maintenance or routine maintenance activities. Develops information to assist with setting priorities for major maintenance activities. Develops information to assist with setting priorities for major maintenance by State forces and makes recommendations for major maintenance by contract. Field reviews maintenance and construction projects and will acts as a team member on storm damage review after major storm damage.
5%	M	Functions as the field region drug testing coordinator. Performs periodic safety reviews on maintenance operations, facilities and equipment. Reviews plans and specifications of proposed construction projects with regard to maintenance requirements and makes recommendations to the Maintenance Engineer, Project Managers, Design Engineers and Construction Engineers.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

Directly and indirectly supervises maintenance field operations for North Bay Region crews. Incumbent will assume the duties of the north Bay Region Manager II in his/her absence.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of materials, methods and equipment used in the maintenance and construction of highways,

**ADA Notice**

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## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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highway structures and landscape; operation of a maintenance territory; characteristics of heavy construction and maintenance equipment; rules and regulations pertaining to maintenance operations; employee health, safety and labor relations programs and the process to meet 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. Must possess a thorough knowledge of statewide maintenance functions and the missions, goals, organization and procedures of the Department of Transportation.

Incumbent must have the ability to respond to Hazmat incidents for the North Bay Maintenance Region. Incumbent must possess a complete knowledge of Hazmat operations, Federal, State and local regulations regarding Hazardous Materials. Incumbent must be able to make sound decisions that impact the safety of employees, the public and potential adverse impacts to the environment.

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 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.

This incumbent will assist with the full range of analysis in planning, coordinating and directing activities and must have the ability to utilize a variety of analytical techniques to address complex managerial problems and issues. A valid Class "C" California Drivers License is required.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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 moral and affect the ability of Caltrans to deliver its work program on schedule.

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### PUBLIC AND INTERNAL CONTACTS

Public contact by this position is required 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 Maintenance Manager I interfaces with the Maintenance Manager II to coordinate with the public in various forms working with the 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 staff, 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.

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### 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.

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### 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 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

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PM-0924 (REV 7/2014)

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