

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CT MAINTENANCE MANAGER I	OFFICE/BRANCH/SECTION MAINTENANCE/D07/HAZMAT/STORMWATER	
WORKING TITLE HAZMAT/STORMWATER MANAGER	POSITION NUMBER 907-601-6280-002	EFFECTIVE DATE 03/05/2015

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:

The Caltrans Maintenance Manager I is under general supervision of the Caltrans Maintenance Manager II, Maintenance Support. This position provides close coordination between the District Maintenance Office and the five field based Maintenance Manager II, who are responsible for the maintenance of 6,469 lane miles of freeway and multi-lane highways and 5,885 landscape acres in District 7.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Storm Water Management Program: Direct District Management Compliance with the National Pollutant Discharge Elimination System (NPDES) permit, the Federal Clean Water Act and all applicable Federal, State and Local water quality regulations. Manage the District Maintenance Storm Water Budget. Coordinate with Headquarters Maintenance to arrange storm water training. Monitor and evaluate Best Management Practices (BMP) implementation and effectiveness as related to Maintenance activities. Serves as the point of contact for all regulatory and legal inquiries regarding implementation of the District Maintenance Storm Water Management Program. Plan, organize and direct the District drainage structure cleaning program and the slope inspection program. Review and investigate reports of illicit connections and illegal discharges by others onto Caltrans property. Coordinates with local agencies and the California Regional Water Quality Control Board for abatement. Acts as the Maintenance Liaison in the planning and coordination of Consultant studies and activities related to the Storm Water Program within the District.
20% E	Hazardous Waste and Hazardous Material Spill Programs: Initiate and implement needed changes to keep both programs in compliance with all the applicable legal regulations. Review and develop all training sessions and training materials for the District's programs and revise them, as necessary, to comply with all legal requirements. Manages and directs the District's efforts for business plans, site investigations and hazardous material storage tanks. Represent Caltrans and serves as liaison for various regulatory agencies involved in Hazardous Waste Management, Hazardous Material Spill Response, business plans, site investigations and hazardous material storage tanks. This includes the State and local Departments of Health, State and Regional Water Quality Control Boards, California Highway Patrol, Fish and Game, Coast Guard, Office of Emergency Services and the Federal and State Environmental Protection Agencies.
20% E	Culvert Inspection Program: Plan, organize and direct, collection of inventory and condition assessment data using hand-held computers, Global Positioning Survey (GPS) equipment and remote video equipment. Coordinates with the Maintenance Engineering Staff to make recommendations on condition ratings, identify possible deficiencies and recommend repair strategies.
20% E	Conduct all Level of Service segment evaluations with assistance from each Maintenance Region. Develop the Annual Level of Service report for the District. The report may include bridge inspections, K family performance evaluations, pavement condition surveys, landscape assessments, rest area evaluations and customer service surveys. Travel will be required 25%-50% of the time. Perform Level of Service analysis and use Integrated Maintenance Management System to

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prepare reports as requested by District or Headquarters staff to support planning, budgeting, resource allocation and other management processes. Monitor the Integrated Maintenance Management System inventory to ensure that it is kept current and perform analysis to exhibit the relationship between expenditures, overall inventory needs and Maintenance's ability to keep up with the demands of the highway system.

Responsible for the development of evaluation metrics from all area of performance evaluations, such as, Traffic Management Center, public safety agencies, person-power utilization and budget records, using all data to produce performance measures.

Work with Headquarters Maintenance Level of Service Coordinator to coordinate and monitor the Level of Service processes and lead in conducting Level of Service evaluation training to District personnel. Conduct group discussion sessions to gain District perspective on the the strength and weaknesses of the Level of Service process, procedures, training and results for continuous improvement.

Work with Region Managers and the District Division Chief to prepare, monitor and evaluate the District Annual Work Plans and Performance Measures. Aid in integrating Level of Service analysis into work plans.

¹ESSENTIAL 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

The Caltrans Maintenance Manager I directly supervises Caltrans Area Superintendents, Caltrans Maintenance Supervisors, Caltrans Equipment Operator II and Staff Services Analyst (General).

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of field maintenance practices and procedures, the Integrated Maintenance Management System, budgeting, training, personnel practices, equipment used in highway maintenance work, and current maintenance policy and procedures, as established by the Maintenance Manager II, District and Headquarters Management. This person must have the ability to discuss and assist the Managers in establishing meaningful operating policies and procedures and the ability to work with others both within and outside the organization.

The Caltrans Maintenance Manager I must be able to analyze the impact of his/her decisions on the ability of the Maintenance Division and the District to accomplish their goals. The employees must be able to study existing work methods and procedures and develop new methods which conform to changing policy or management direction, and be able to project the kinds of equipment or materials necessary to accomplish maintenance goals.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The day to day decisions by the Caltrans Maintenance Manager I are not reviewed and must be carefully thought out to assure that established policy and procedures are followed. Improper decisions could result in deadlines not being met and non-critical work being completed at the expense of critical work. Errors in judgment on complex technical problems could have very serious consequences for the District and Caltrans. For instance, failure to use the correct procedure and equipment could adversely effect operations to remove a hazardous spill, resulting in injury or death to employees, motorists, and/or extreme damage to the environment.

When the incumbent represents the State during emergency, he/she is highly visible to the media and an error in judgment or deportment could seriously jeopardize Caltrans' image and credibility.

PUBLIC AND INTERNAL CONTACTS

The Caltrans Maintenance Manager I's main effort is contact with people, both with and outside the organization. This employee has frequent contact with field superintendents, vendors, other local and State agencies, private, individuals, groups and other District Divisions. This employee has daily contact with the Division Chief, Office Chiefs and other District 7 Maintenance staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The majority of this position is of an analytical nature. Physical skills needed include standing, sitting and walking, along with several other activities. Typical duties are used as examples in various situations to give ranges for the activities. May be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to

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perform sustained mental activity, as during report writing. Must be able to travel throughout the District, as well as travel throughout the State to attend meetings. The employee must be able to analyze existing standards and develop new standards as needed. Analyze data and properly prepare reports for use by upper management. Much of the position is mentally intensive. The employee must be able to interact well with employees and individuals from many different backgrounds. Emotional requirements include the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses.

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

Lifting (Floor to bench to Floor) - Items listed may be any of the following but not limited to boxed files, copier paper computers, chairs, or office equipment to 100 lbs. 5% of the time.

Transport/Carry - Bagged/boxed material, which may weigh 50 to 100 lbs., must be transported or carried from storage areas to vehicles and from vehicles to classrooms. 5% of the time.

Overhead reaching = Filing and storing material. 5% of the time.

Simple Grasping - Operating office equipment and training materials. 20% of the time.

Fine Manipulation - This occurs while writing reports or manipulating computer equipment. 25% of the time.

WORK ENVIRONMENT

The environment consists of both indoor and outdoor settings. The office is climate controlled under artificial lighting. Field work includes possible exposure to dirt, noise, uneven surfaces, and/or extreme heat or cold. In emergency situations, the employee may be required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to - 15 degrees, strong winds, rain, sleet and snow. While the normal workweek is 5/8 hour days, the employee may be required to work emergency overtime due to storms, callback, special work projects, or to meet operational needs.

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.)

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