

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS MAINTENANCE MANAGER I	OFFICE/BRANCH/SECTION DISTRICT 7 - MAINTENANCE - EAST REGION	
WORKING TITLE MAINTENANCE MANAGER I	POSITION NUMBER 907-640-6280-	EFFECTIVE DATE

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 a Caltrans Maintenance Manager II, for the West Region, this position is responsible for assisting the Maintenance Manager II in the administrative function necessary for the proper operation of the West Region. The incumbent is responsible for implementing, evaluating, and sustaining major programs and policies in the field maintenance operations for District 07, West Region. The incumbent consult with top-level District and Statewide management and propose new programs or direction as appropriate.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
50% E	Assists the Maintenance Manager II in field operations for the Maintenance Region; set work priorities; provide staffing, training, and resources; conducts safety reviews. Oversee uniform maintenance practices and levels of service; review difficult maintenance or minor construction operation problems; investigate and set priorities for major maintenance operations such as, snow removal operations, maintenance operations, and all Highway and Structure maintenance operations. Responds to Customer service requests and coordinates activities with other divisions, headquarters and local agencies. This position will be the Regions's Business Plan Coordinator, and Physical Inventory Coordinator, and will be responsible for ensuring compliance in each of these areas, for all facilities. Perform duties associated with Random and Reasonable Suspicion Drug Testing Program and Contract Manager.
25% E	Incumbent approves purchasing methods, purchase requests and Visa card activity. He/She will develop a system to maintain the inventory of Non-Expendable Equipment (items costing over \$150.00) purchased by field crews and periodically inventory items to validate records. Emergency Operations Center Leader as the Maintenance Coordinator during emergencies that require the initiating of District Emergency Operations Center. Incumbent will be responsible to develop a fully operations EOC.
25% E	Incumbent will act as Maintenance Manager II for the West Region during his/her absence. Oversees Equipment Budget, assignment of vehicles and local request for equipment modification. Reviews Major Maintenance (HM1) projects and project reviews.

<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**

This position does not provide direct supervision; however, acts as lead providing direction and guidance in the absence of the Region Maintenance Manager II.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The MMI must have knowledge or materials, methods and equipment used in the maintenance and construction of highways, highway structures, snow removal operations and landscape. Must have knowledge of the operation of maintenance territory; characteristics of heavy construction and maintenance equipment; rules and regulations pertaining

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to maintenance operations; safety and labor relations programs and the process to meet their objectives; computerized management techniques; a supervisor's role in equal employment opportunity. Must possess a thorough knowledge of state wide maintenance functions and the mission, goals, organization, and procedures of the Department of Transportation.

Ability to plan organize, and direct the work of others; analyze situation accurately and develop an effective course of action on very short notice; relate to work with interdisciplinary groups and large segments of the public; make effective presentations conduct and prepare written and oral reports. Ability to coordinate activities with others Headquarters and District Divisions and Offices, with City and County officials and with the general public.

The incumbent must have the ability to read and write English at a post high school level. He/She must be able to articulate program status issues and needs. This individual must be able to communicate effectively and tactfully. He/She must possess sound techniques for handling sensitive issues.

The incumbent performs the full range of analysis in planning, coordinating, and directing activities. He/She must have the ability to utilize a variety of analytical techniques to address complex managerial problems and issues. This individual is responsible to ensure optimum operations and performance of maintenance function including management of budget expenditures and personnel. The incumbent is responsible for the line functions that relies significantly on analysis of many topics.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgement, analysis, actions, conduct, directions could result in economic loss, 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.

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### 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 and 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. There is considerable contact with external agencies. 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 the general public who call or write with their concerns. Contacts will be made daily with public, suppliers, contractors, Headquarters personnel, and other District staff, field staff and maintenance management staff. Sensitive issues must be handled tactfully, yet expeditiously. The public image of the Department often balances on the conduct of this individual

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The 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. This individual will be required to transport up to 50 pounds from low to high storage areas and other facility locations. This individual will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning and participating in meetings.

The 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. The incumbent will be required to traverse office complexes, parking lots, equipment repair shops, highways, sidewalks, roadside cut and fill slopes and drainage facilities. He/She will be required to travel and work outdoors and will be exposed to dirt, chemical, noise, uneven surfaces. Extreme heat, extreme wet conditions and extreme cold.

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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)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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