

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS MAINTENANCE MANAGER I	OFFICE/BRANCH/SECTION MAINTENANCE/WEST REGION
WORKING TITLE REGION SUPPORT	POSITION NUMBER 907-710-6280-001
	EFFECTIVE DATE 03/16/2015

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 Caltrans Maintenance Manager II (CT MM II) for West Region Maintenance, the Caltrans Maintenance Manager I (CT MM I) is responsible for implementing, evaluating, and sustaining major programs and policies in the field maintenance operations for District 7, West Region. The incumbent will consult with top-level District and statewide management, and propose new programs or direction as appropriate. Must possess a valid California Driver's License.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Assists the Region Manager in field operations for the Maintenance Region; sets work priorities; provides staffing, training and resources; conducts safety reviews. Oversees uniform maintenance practices and levels of service; reviews difficult maintenance or minor construction operation problems; investigates and sets priorities for major maintenance operations such as Snow Removal operations, Maintenance operations and all Highway and Structure maintenance operations. Acts as Region Manager in the absence of the Manager. Advises management of program status, issues, and needs. Responds to Customer Service Requests and coordinates activities with other branches, headquarters and local agencies.
25%	E	Responsible for the monthly update on budget expenditures and to assist in the preparation of various District Maintenance budgets for management; make field inspections, investigations, and reports. Act as liaison between the Regional office, other Divisions, other Districts, and Headquarters (Maintenance, Traffic, Equipment, Public agencies).
25%	E	As Region Training Coordinator, works with the Division Training Coordinator to implement and oversee in-house training such as Hazardous Material, Confined Space, Storm Water, and High Voltage Class. Responsible for maintaining training records for all employees within the Region ensuring employees receive all mandated training as well as other training necessary to perform their assigned duties (Meta, Kingvale, etc).

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

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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The CT MM I must have thorough knowledge of materials, methods, and equipment used in the maintenance and construction of highways and highway structures; of the Maintenance Program and resources available to include Departmental and District manuals, policies, and procedures; and of the Department's vision, goals and priorities as outlined in the Caltrans' Strategic Plan. Must have the ability to effectively communicate Strategic Plan (and program business plan) to staff, and review performance; to articulate program policies, benefits, and goals to management, staff and the public; to develop and maintain cooperative working relationships, deal tactfully with the public; and manage and

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resolve complicated and/or sensitive issues. Must be able to utilize a variety of techniques to analyze complex situations accurately, anticipate issues, and develop and implement an effective course of action. Must be skilled in computer programs (Microsoft Word, Excel, Access, and Power Point).

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent oversees a complex and varied program, responsible for ensuring performance efficiency and safety in the maintenance function, which includes millions of dollars of property. Errors in judgment, analysis, decision, direction, actions, or conduct could result in the waste or inefficient use of resources, unsafe conditions resulting in injury or death to employees and to members of the general public, financial liability, loss of departmental credibility, poor employee morale, and impact the ability of Caltrans to deliver its work program on schedule.

PUBLIC AND INTERNAL CONTACTS

The incumbent has substantial contact with the public, and external agencies. The need to communicate effectively, professionally, exercising courtesy and sensitivity are critical in maintaining a positive departmental image. Contacts may include city and county governmental officials, regulatory agencies, local fire and law enforcement, vendors, contractors, Headquarters personnel, intra and inter-district personnel, management, and staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit or stand, utilize computers and communication devices, for extended periods of time. May be required to lift and carry up to 50 pounds; reach, bend, and stoop while accessing various resources to include documentation, files, and equipment, and traverse uneven ground.

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 toward others.

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 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)

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SUPERVISOR (Signature)

DATE