

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE CT MAINTENANCE MANAGER I	OFFICE/BRANCH/SECTION 08-603 MAINTENANCE SUPPORT	
WORKING TITLE CT MAINTENANCE MANAGER I	POSITION NUMBER 908-603-6280-XXX	EFFECTIVE DATE

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:

Under the direction of the Maintenance Deputy District Director, the CT Maintenance Manager I is responsible for overseeing the activities of the Maintenance Support Program Unit B. The incumbent acts as the focal point and is responsible for the successful operation and delivery of the following maintenance programs: Hazardous Materials, Storm Water, Safety, Equipment and Telecommunications. The incumbent may expect to travel at least occasionally in the course of overseeing the Program's successful functioning, as well as for training or meetings; both locally and statewide. The normal workweek is Monday – Friday, but this position will have critical responsibilities in the Emergency Operations Center during periods of activation and will be required to work overtime. A possession of a valid drivers license is required.

75% E

The incumbent provides direction and oversees the following activities:

Hazardous Material Spills and Waste Program – Manage the business plans, site investigations, underground storage tanks, and is contract administrator for the disposal of hazardous materials.

Storm Water Management Program – Assists in developing and writing National Pollution Discharge Elimination System (NPDES) plans for storm water runoff management in the district and reviews and modifies, as needed, the Best Management Practices (BPM) for all Maintenance activities and Storm Water Pollution Prevention Plans. Is Contract Manager for D8 district wide contacts for drinking water, water testing and sump pump cleaning; consultant for District 8 Maintenance staff and management regarding Storm Water issues; liaison between the District 8 and HQ program and outside agencies such as local air and water quality boards, County Health Departments and local cities.

Maintenance Safety Program – Monitors existing safety program compliance by checking documentation and record keeping, including Tailgate Safety Meetings, Code of Safe Operating Practices meetings, and field and facility inspections; works with Training Coordinator in design, implement and administer a Safety Training Program.

Maintenance Equipment Program – District-wide program consists of management and coordination of the safe, efficient usage of 800 pieces mobile of equipment, facility backup generators, district equipment pool and transport services, plus the \$3.5M equipment rental contract; Telecom: 800mhz radio system & repeater towers – cell phones – satellite phones – mobile Wi-Fi data units.

15% E

The incumbent will interact with Maintenance Program Management, within the district and at headquarters; Resource Management in the district and various other entities within state service as needed; as well as various other local government agencies, to maintain proper interaction of activities and insure timely delivery of services within the scope of duties.

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TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
10% E	During man made or natural disasters, or whenever it's in operation, the incumbent will back up the Maintenance Support Unit A Manager I who has a leading role in the Maintenance Emergency Operations Center (EOC) and may be the deputy's representative and division's liaison to the Incident Commander and Maintenance Program in Sacramento.

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 incumbent is the first-line supervisor for five CT Maintenance Area Superintendents, a Warehouse Manager I, a Maintenance Supervisor, and a Caltrans Equipment Operator II. Second-line supervisor to three CT Maintenance Supervisors and a two Warehouse Workers. Additional staff maybe added for the winter season.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of the materials, methods, and equipment used in the maintenance and construction of highways, 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; and must possess a thorough knowledge of statewide maintenance functions and the missions, goals, organization and procedures of the Department of Transportation.

The incumbent must have the ability to plan, organize and direct the work of others; analyze situations accurately and develop an effective course of action on very short notice, and possibly under adverse conditions; relate to and work with interdisciplinary groups and large segments of the public while using sound techniques for handling sensitive issues; make effective presentations and prepare written and oral reports that communicate issues effectively and tactfully; coordinate activities with other 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; be able to articulate program policies and goals to management, staff, and the public; and will be required to advise management of program status, issues and needs; and must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and display empathy to others.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent oversees a complex and varied program, including millions of dollars of property; 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, financial liability, poor employee morale and affect the ability of Caltrans to deliver its work program on schedule.

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, knowledgeable about the program and possess negotiation skills. The incumbent represents the Department with 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,

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including 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, as well as members of the general public who call or write in with their concerns. Contacts will be made daily with the public, vendors, 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.

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. The incumbent will be required to sustain the level of focus needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings, and be able to focus beyond the distractions of traffic, weather, disaster, and the stress of short time-frame delivery of work.

WORK ENVIRONMENT

At the base of operation, the incumbent will work in a climate-controlled office under artificial lighting, but will be required to traverse office complexes, parking lots, equipment repair shops, highways, sidewalks, roadside cut and fill slopes and drainage facilities; will be required to travel and work outdoors and may be exposed to smoke, 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)

SUPERVISOR (Signature)

DATE