

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Manager I	OFFICE/BRANCH/SECTION Maintenance /Management Systems and Studies /System A	
WORKING TITLE IMMS System Administration Manager	POSITION NUMBER 913-650-6280-918	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 supervision of the Chief, Office of Management Systems and Studies, a Caltrans Maintenance Manager II, the incumbent is the Manager of the System Administration staff responsible for the Integrated Maintenance Management System (IMMS). This position is a full time supervisory position responsible for: the continuous operation of IMMS, ensuring its proper functionality, resulting in timely payment of wages for field Maintenance employees; planning, scheduling, conducting, and attending meetings and task forces on topics that pertain to the operation of IMMS and how it interacts with other systems; producing reports, studies, recommendations, etc. and presenting them to various levels of management including office chiefs in various Divisions/Programs including, but not limited to the, Division of Maintenance, Information Technology program, Division of Accounting, Staff Central program, Division of Human Resources, Office of Labor Relations, and Audits and Investigations program; decisions at levels that can affect the integrity of data used to make financial decisions for the Division of Maintenance; ensuring system security and acting on security issues timely and effectively; facilitating scheduled Cross Functional Review Team (CFRT) meetings; making presentations on IMMS functionality, including product demonstrations; managing his/her area of responsibility in a manner which provides a high level of customer support to District and Headquarters personnel; acting as Office Chief in the absence of the Maintenance Manager II. Possession of a valid Class C California Drivers License is required at all times. This position may require statewide travel up to 10% of the time.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	As Manager of the System Administration staff, monitor all aspects of IMMS functionality including system security to ensure users have proper access and to protect data integrity. Ensure the continuous operation of IMMS. Develop strategies and recommendations for the continuing process of enhancing IMMS. Research new technologies that could improve the existing functionalities of IMMS and automate processes. Ensure that other departmental systems interface well with IMMS, to resolve current interface issues, and develop future enhancements. Review, approve, and oversee User Acceptance Testing (UAT) on all system enhancements, issue resolutions, and application bugs.
30% E	Effectively provide supervision and oversight of the day to day operations of staff that report to this position. Responsible for employee training, work schedules, and establishing and maintaining acceptable levels of service. Duties may include assisting the Office Chief with fiscal planning, scheduling, and the budget for the office. Must maintain an environment focused on customer services and teamwork. Will identify needs for improving the quality or timeliness of the services provided to District IMMS Coordinators, headquarters staff and IMMS end users, and take appropriate action to correct deficiencies.
20% E	Oversee generation of ADHOC reports for various Offices within Maintenance including the twelve (12) districts using Procedural Language/Structured Query Language (PL/SQL) and Discoverer reporting. Write PL/SQL statements to extract information for the reports and put into Excel spreadsheets. Be the lead in developing new Discoverer Plus Reports to be used by Discoverer Viewer users.
5% M	Manages and monitors business analysis contract. Develops and processes new and amended contract request packages. Manage the Infor/Hansen Service and Maintenance Agreement (SMA) contract.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Supervise the daily activities of Office of Management Systems and Studies, System Administration staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have the ability to: communicate effectively, orally and in writing; make effective presentations to large and small groups, responding appropriately to questions and concerns; relate the mission, vision and goals of the Division of Maintenance to the goals and objectives of the IMMS project; develop expertise necessary to assume a leadership role and make sound decisions for IMMS; effectively plan, schedule and prioritize work; be a motivated team player with good technical and interpersonal skills; facilitate meetings to achieve stated objectives; effectively supervise staff; provide leadership; maintain a positive work environment; promote teamwork; manage multiple office operations while working within tight time frames and changing priorities; motivate field personnel without direct supervisory responsibility; analyze complex issues, develop weighted solutions, and make decisions under tight timelines; establish and maintain records and prepare cost estimates and reports; plan and direct the work of others; analyze situations accurately and adopt an effective course of action; detect unsafe conditions and practices, and plan, organize, conduct, and evaluate safety training programs; gather and analyze data; reason logically, draw valid conclusions, and make appropriate recommendations; prepare correspondence, and clear and comprehensive reports; effectively contribute to the Department's safety, health, and labor relations objectives; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; develop office work plans and crew schedules; effectively plan and manage office budget allocations for personnel and operating expenses; provide support operations; set work standards consistent with Caltrans' statewide policies and obtain acceptable work quality, production, and work site safety; incorporate technical aspects of maintenance work in programming and budgeting functions; effectively develop and/or implement and administer statewide programs in a staff assignment.

Decisions may need input from other departments, so the ability to quickly work with other departments and get consensus on solutions is critical.

Must have a thorough knowledge and understanding of: Maintenance field operation procedures and limitations; Maintenance Manual, Volumes One and Two.

Knowledge of: principles of management and accounting systems; principles of budgeting and program control; principles and procedures for initiating and administering contract work.

The incumbent must be proficient in the use of: Infor/Hansen software used for IMMS; Microsoft Windows; Microsoft Office Suite including Word, Excel, Visio, Power Point, Project and Outlook; SnagIt.

Desirable skills include knowledge of: Oracle Business Intelligence Discoverer; Oracle PL/SQL Developer; Staff Central; Fleet Anywhere; Traffic Accident Surveillance and Analysis System (TASAS) Highway Sequence Listing; AMS Advantage.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The IMMS Project is of critical strategic importance to the Department and to the Maintenance Program and failure to thoroughly analyze issues in a timely manner could have impacts on the Department's credibility and could impair field maintenance worker's productivity and effect the timely payment of wages to maintenance workers.

Failure to properly execute duties may have far-reaching impacts to the Department's credibility and could impair field maintenance productivity should the IMMS project goals not be achieved. Failure to maintain accurate data will result in miscalculations in budgetary decisions including loss of funding for the Division of Maintenance. Inaccurate inventories will hinder the Department's ability to plan and schedule work, and can result in poorly maintained or unsafe facilities. Failure to maintain accurate data can result in violation of Department policies or State and Federal laws in regard to accounting for labor, equipment, materials, facilities, and environmental requirements. Many tasks associated with this position are requests that must be responded to in a timely manner; including report requests and data error correction. Failure to respond to these needs in a timely manner can result in a delay of critical decisions, which can affect budget issues, legal issues, or external affairs.

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PUBLIC AND INTERNAL CONTACTS

The incumbent will be in regular contact with staff of equal and higher levels from other Divisions and Programs (Information Technology Program, Division of Accounting, Staff Central program, Division of Human Resources, Audits and Investigations program, etc.) to discuss impacts to the Department in regards to system compatibility, data transfer and verification, etc. The incumbent will occasionally represent the Department and/or Division when working with other State's Departments of Transportation, local agencies, or other municipalities that utilize similar Asset Management Systems.

The incumbent will be in regular contact with District and Headquarters staff, Division of Accounting, Division of Engineering Services, District IMMS Coordinators, and District and Headquarters managers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to sit for extended periods of time performing computer work, using a personal computer, reading documentation, preparing documentation, and attending meetings. Use of hands for intricate work including minor adjustment of office equipment or printer or fax machine paper replacement. Computer work includes input of data, at times repetitive, and for extended periods of time.

Required to lift up to fifteen (15) pounds. Must be able to work in stressful environments including working within tight time frames, short term deadlines, and changing priorities. Must have the ability to cultivate good working relationships with subordinates and with other employees.

WORK ENVIRONMENT

Office environment is a two-story building, with stairs and elevator, carpet, artificial lighting, and functional cubical style workstations.

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
