

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Manager I	OFFICE/BRANCH/SECTION Maintenance/Storm Water and Environmental Compliance	
WORKING TITLE Assistant Statewide Maintenance Storm Water Coordinator	POSITION NUMBER 913-690-6280-XXX	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 the Branch Chief, a Senior Transportation Engineer (Supervisory), this position is responsible for assisting in policy development, research and program implementation and conducting inspections related to the Caltrans National Pollutant Discharge Elimination System (NPDES) permit, Statewide Storm Water Management Plan (SWMP), Best Management Practices (BMPs), Facility Pollution Prevention Plans (FPPPs) and training requirements for the Division of Maintenance storm water program. This position works directly with the Statewide Maintenance Storm Water Coordinator, a Senior Transportation Engineer (Specialist) as the lead engineer, and serves the Office of Maintenance Storm Water and Environmental Compliance in a specialist capacity in coordinating, developing and managing Division of Maintenance participation in the Headquarters Self-Audit Program for NPDES compliance as defined in the NPDES permit. This position provides Headquarters oversight to ensure District compliance with highway slope inspections for erosion prevention and control, and illegal connections/illicit discharge (IC/ID) requirements as defined by the NPDES permit. Frequent travel and overnight stay is required.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40%	E	Provide experienced authoritative, professional assistance in the development, coordination, review and management of Division of Maintenance BMPs for required sites and roadside activities. Assist the Districts in preparation of FPPPs, and in providing guidance and standardization for all reviews, reports and plans. Coordinate and monitor storm water inspections in accordance with the self-audit requirements of the NPDES Permit, SWMP and Headquarters defined procedures. Develop, review and recommend BMPs or recommend revisions to current BMPs for the Division of Maintenance as described in the Caltrans Storm Water Quality Handbook Maintenance Staff Guide (Staff Guide).
20%	E	Track and compile statewide data results of inspections, reviews and investigations as well as any other audits which are conducted for NPDES compliance. Prepare quarterly performance reports from the statewide data. Assist in the development of standardized forms and checklists for various types of inspections, investigations and reviews to meet the requirements of the NPDES permit and SWMP.
20%	E	Assist in the oversight, coordination and management of the slope inspection and IC/ID requirements of the statewide NPDES permit. Review and provide input regarding the implementation and potential revisions needed for NPDES compliance for the Division's slope inspection and IC/ID activities. Assist in tracking and compiling statewide slope inspection and IC/ID data and information. As needed, act as a Division of Maintenance liaison at planning, NPDES permit and SWMP implementation meetings and public hearings which have the potential to impact Division of Maintenance operations and resources.
10%	E	Assist in the development of NPDES related training materials. Participate in delivery of required NPDES compliance training sessions for District field staff.
10%	M	Assist in monitoring and tracking Division of Maintenance storm water activities and District utilization of allocated resources. Assist in the preparation of information required for submittal in the Department's Annual Report to the State Water Resources Control Board (SWRCB) and other SWRCB requested information.

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<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.

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## SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise other employees, but guides District and Headquarters personnel to achieve program objectives.

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## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a working knowledge of maintenance functions, plant materials, irrigation systems, erosion control methods and the principals of program management and procedures of the Department. Should have a working knowledge of storm water requirements, the Department's statewide NPDES permit, the Division of Maintenance requirements of the SWMP, the Maintenance Staff Guide and related environmental issues.

Must have the ability to do independent investigations, reach sound conclusions and prepare issue papers and reports for making improvements or changes to existing procedures and standards when necessary. The incumbent must be able to expand on the practical application of written policies, procedures and standards.

Must be able to judge work quality and performance, interpret Departmental policy, make clear oral and written presentations, work as a member of a team and be flexible in a changing environment.

Applicant must be knowledgeable in the use of automated office equipment and software and be able to prepare reports (Microsoft Word), spreadsheets and basic charts (Microsoft Excel).

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Acts as a maintenance program resource in matters dealing with NPDES and related storm water issues, the Headquarters self-audit program and related guidance, site and activity inspections, slope inspection and IC/ID program implementation, FPPP requirements and preparation, annual reporting and regulations. The incumbent is responsible for independent action in carrying out assigned duties relating to the Department's NPDES policy implementation for maintenance functions.

The consequence of not considering all factors could be inconsistent or inappropriate policy setting, inappropriate application of maintenance methods, non compliance with permits and plans, procedural errors being incorporated into Division of Maintenance policy documents and the misapplication of resources.

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## PUBLIC AND INTERNAL CONTACTS

Maintains continuing relationships with District maintenance storm water coordinators, engineers and field staff, various Headquarters programs' staff, consultants and with the public for information gathering and dissemination. Meets and confers with many different operational and management levels within the Department, the District, outside agencies and local interest groups.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee may be required to perform multiple tasks simultaneously. Employee may be required to climb roadside slopes to inspect the Department's statewide storm water conveyance system.

Possession of a valid driver license issued by the Department of Motor Vehicles is required.

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## WORK ENVIRONMENT

Employee is required to travel throughout the State and work outdoors for site and activity reviews and NPDES related inspections. Required travel is extensive and the incumbent can expect to be outside of the Department Headquarters area (Downtown Sacramento) for 50% or more of the time worked. Employee may be exposed to dirt, noise, uneven surfaces, extreme heat or cold and work in close proximity to traffic. While at the Department Headquarters, Office of Maintenance Storm Water and Environmental Compliance, the employee will work in a climate-controlled office under artificial lighting. Employee may be required to attend meetings or hearings at regulatory agency or Department consultant offices.

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Abnormal shifts and long hours to include nights, Saturdays, and Sundays will be required.

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

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