

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Manager I	OFFICE/BRANCH/SECTION D 56 / Maintenance / Emergency Management	
WORKING TITLE Emergency Operations Branch Chief	POSITION NUMBER 913-710-6280-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 Chief, Office of Emergency Management, a Supervising Transportation Engineer, Caltrans this position is responsible for the development and maintenance of the Caltrans Emergency Operations plan, coordination of emergency response activities, represents Caltrans at statewide emergency operation meetings and supervises and directs staff responsible for the policy development, research, and program development of Emergency Operations, Field Operations, Winter Operations programs. This position will advise and consult with high level headquarters and District managers, assist in developing new programs, directions and purposes, review legislation, coordinate Maintenance Program activities with other Programs, Districts, State and local agencies and responds to public inquiries and complaints.

**TYPICAL DUTIES:**

Percentage		Job Description
25%	E	Manage and direct staff on the development and maintenance of the Caltrans Emergency Operations Plan, Fan-Out Alert Chart, Emergency Activities Logs and other emergency related references sources and reports. Interacts directly with the Governor's office, California Office of Emergency Services, other state agencies, local governments, tribal governments, non profits, consultants, academia, and subject matter experts in the development of all emergency management type documents. Assist with the activation and operations of the Emergency Operations Center.
20%	E	Represent Caltrans in emergency operations related issues and meetings with state, Federal and local agencies, including serving as lead Caltrans representative at the Governor's Office of Emergency Services, Regional Emergency Operations Center when activated. Manage and direct the planning, development, execution and assessment of exercises to validate performance and identify opportunities for improving emergency response preparedness.
20%	E	Manage and direct planning, scheduling and instructing field personnel in emergency response activities. Serve as Maintenance Program resource in the planning, development and delivery of field operations, and assist in snow and ice control related training programs.
20%	E	Assist the Chief, Office of Emergency Management in planning, developing, and monitoring annual budget needs and expenditures. Initiate, develop, and manage Service Contracts, Purchase Orders, Caltrans Multiple Award Schedules as needed and make miscellaneous purchases using an assigned Cal-Card and process related documentation.
15%	M	Manage and direct field operational reviews to ensure conformance with maintenance guidelines and manuals. Serve as maintenance operations resource to headquarters and District managers and as maintenance representative on special studies, assignments and Quality Teams. Review procedural manuals and recommend and draft revisions to reflect current needs.

<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**

Has direct supervisory responsibility over Caltrans Maintenance Area Superintendents and other Caltrans professionals.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have a thorough understanding of Caltrans functions and resources, an understanding of the many transportation programs throughout Caltrans, extensive knowledge of highway, landscape and roadside maintenance and an understanding of Traffic Operations and communications functions. Must possess thorough knowledge of statewide

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Maintenance Program functions and the purpose, mission, vision and goals. Must have the ability to coordinate activities with other statewide functional units, Caltrans Districts, State and Federal agencies and local cities and counties. Must have the ability to give effective presentations in large and small group settings.

California Class A driver's license is desirable. Broad experience in directly supervising maintenance field operations in a complex environment involving emergency response activities is desired.

Ability to operate a personal computer and work with word processing, spreadsheet and database systems and an aptitude for learning to operate new systems and software.

Must have the ability to utilize a variety of analytical techniques to respond to complex maintenance, operational, and emergency issues. Must have the ability to assess critical situations and make value judgements in recommending priorities and resources.

Ability to effectively utilize written and oral communication skills is essential to successful performance in this position.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Mismanagement or error in the described duties could result in major liability for Caltrans and threat to employee and public safety. Response and recovery effort could be impaired resulting in extended highway closures causing major disruption to trade and commerce as well as impeding public mobility.

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## PUBLIC AND INTERNAL CONTACTS

Will be called upon to represent Caltrans in emergency operations, snow and ice control issues with various levels of Caltrans management in headquarters and Districts as well as other state, Federal and local agencies. Will also have to respond to inquiries on these issues from private companies and public.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to work in fast-paced environment. Must exercise patience and professionalism while dealing with others. Must have a valid driver license issued by the Department of Motor Vehicles.

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## WORK ENVIRONMENT

Must be able to travel on a regular basis. May have to conduct field reviews in inclement weather conditions. Overnight work and travel may be required.

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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)

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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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