

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT MAINTENANCE MANAGER II	MAINTENANCE/D07/EAST REGION	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CT MAINTENANCE MANAGER II	907-640-6239-001	11/17/2014

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:**

Working under the general direction and supervision of a Deputy District Director of Maintenance, the Caltrans Maintenance Manager II (CT MM II) is responsible for implementing, evaluating and sustaining major programs and maintenance policies in the assigned East Maintenance Region. The importance of the budgeting aspect of this position is to stay within the Region allocation without losing sight of the department mission and goals. The incumbent will advise and consult with top-level district and statewide management, propose new programs, directions or legislation as appropriate.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
20% E	Oversees field operations for the East 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.
20% E	Provide direction and technical support for the Caltrans Region Administration Officer, Maintenance Region Office staff, Maintenance Manager I, Maintenance Superintendents, and Contract Manager.
20% E	Perform field review of State highways for deficiencies that require rehabilitation, reconstruction or repaving; reviews minor projects such as drainage repairs and structural section repairs. Acts as team leader on storm damage review teams following major storm damage. Reviews plans and specifications of proposed construction projects with regard to maintenance requirements and makes recommendations.
10% E	Utilizes information provided by Integrated Maintenance Management System (IMMS) for overall planning and monitoring of workload levels, directing equipment and material utilization. The CT MM II provides a high level of technical and management expertise for Maintenance Operations.
10% M	Coordinate maintenance related activities with other divisions, headquarters, other departments and local agencies; reviews and approves personnel transactions and requests for adverse actions, reviews and directs budget preparations consistent with District priorities, and assures Region compliance with Integrated Maintenance Management System (IMMS) procedures.
10% M	Monitors resources in accordance with budget allocations. Monitors and logs public complaints and Caltrans response to each complaint.
10% M	Represent the Region at Construction Review meetings, Public functions, with Political contacts and other Maintenance personnel requiring upper-level management representation.

<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**

Provides direct, and indirect, supervision to Maintenance Region comprised of Maintenance Manager I, Area Superintendents, Maintenance Supervisors, a Contract Manager, Regional Administrative Office and staff, and a minimum of nineteen crews.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; Know the manager's role in safety, health, labor relations and the process available to meet these program objectives; read,

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Interpret and work from plans, drawings and specifications; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices. Must possess a thorough knowledge of statewide Maintenance functions, missions, goals, organization, and procedures of Department of Transportation. The CMM II must have the ability to coordinate activities with other Branches, Maintenance Regions, and with City and County officials, and to work safe and effectively alone or with others. Must be able to analyze various work situations accurately, draw valid conclusions and make sound decisions. Possession of a valid Class 'C' California Driver License is required.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent has the responsibility to provide management guidance and direction personally and through the staff to all field units. The incumbent must be able to direct work assignments while protecting and preserving the safety of our employees and the public. Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property.

### PUBLIC AND INTERNAL CONTACTS

This position may have daily contact with the general public, contractors, and various governmental agencies and representatives, as well as Departmental employees, in the course of performing their duties. Incumbent must maintain good relations, as well as maintain a favorable public image for the Department and the State.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This employee must be able to use established methods to analyze existing work standards and develop new standards as needed. Analyze the use of employees, equipment and materials for specific maintenance operations, to review costs and formulate unit cost information. Analyze field data and properly prepare reports for use by upper management. Much of this position is mentally intensive. Maintenance Manager II must be able to interact well with employees and individuals from many different cultural backgrounds. Incumbent must also have physical ability to react quickly to errant motorist in the field.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into an analytical nature 100% of the time on a year-around basis.

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

Lifting (Floor to bench to Floor) – Items up to 15lbs may be lifted (5%) of the time

Transport and/or carry – Bagged/boxed material, which may weigh 0 to 15 lbs., must be transported and/or carried from storage areas to vehicles and from vehicles to work sites, which may be on uneven terrain.

Overhead reaching – Overhead work includes but is not limited to filing (2%) of the time.

Other Reaching – May include but not limited to filing, using computer keyboard, or telephone. (50%).

Pushing/Pulling – May include but not limited to filing, using computer keyboard, or telephone. (50%).

Twisting - May include but not limited to lifting, filing, using computer, or telephone. (50%) of the time.

Climbing/balancing – Is done climbing in and out of vehicles, climbing up and down banks, ladders, and stairways.

Bending/Crouching/Squatting/Crawling – The Maintenance Manager II may bend, while inspecting the work of contractors and their employees. (10%) of the time.

Simple Grasping – This activity is necessary about (95%) of the time. Writing letters and processing information or creating spreadsheets tracking expenditures, projects manually or using a computer.

Fine Manipulation – This occurs (95%) of a day and usually while writing reports or manipulating the keyboard of a computer.

Importance of hearing and sight – both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. As per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual.

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## WORK ENVIRONMENT

Required to work in a wide range of sometimes-extreme conditions, including heat up to 110 degrees, cold to -30 degrees, strong winds, rain, dust, noise, and uneven surfaces.

Normal work shift is 5/40, Monday through Friday 0730 to 1600. Changing of this scheduling is at the discretion of the Deputy District Director of Maintenance. Employee may be scheduled to work night shifts as needed to meet operational needs with proper advance notice.

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

- A. Appropriate footwear, in good and sturdy condition, must be worn.
- B. Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hats, safety glasses, hearing protection devices, face shields, gloves, respirators, chaps, or other safety gear must be worn when required by the department.

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