

**POSITION DUTY STATEMENT**

PM-0924 (REV 11/2009)

CLASSIFICATION TITLE CALTRANS MAINTENANCE MANAGER II	DISTRICT/DIVISION/OFFICE D10/Maintenance Region	
WORKING TITLE REGION MANAGER	POSITION NUMBER 910-610-6239-XXX	EFFECTIVE October 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

Under the direction of the Deputy District Director of Maintenance/Operations, a CEA I, the incumbent is responsible for implementing, evaluation, and sustaining major programs and maintenance policy in the District 10 Maintenance Region. 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)¹

- 30% (E) Supervises field maintenance operations for the District 10 Maintenance Region, set work priorities, provides staffing, training and resources. Conducts safety reviews, oversees uniform maintenance practices and levels of service. Reviews difficult maintenance or minor construction operations problems, investigates, and sets priorities for major maintenance operations. Manages large snow removal operation with a portion of it being in a highly environmentally sensitive area of the Lahoton Basin. Operations are consistent with Stormwater requirements.
- 30% (E) Performs 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 after major storm damage. Reviews plans and specifications of proposed construction projects with regard to maintenance requirements and makes recommendations.

¹ 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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- 30% (E) Coordinates activities with other Programs, Headquarters, other departments, and local agencies. Reviews and approves personnel transactions and requests for adverse actions. Reviews and directs budget preparation consistent with District priorities and assures Region compliance with Integrated Maintenance Management Systems (IMMS) procedures. Monitors resources in accordance with budget allocations. Handles public complaints.

- 10% (E) Utilizing information provided by IMMS, responsible for overall planning and monitoring of workload levels, directing equipment and materials utilization. Provides the highest level of technical and management expertise for the Region maintenance operation.

SUPERVISION EXERCISED OVER OTHERS

Responsible for the general direction of all personnel assigned to the field and office for District 10 Maintenance Region. Directly supervises seven Caltrans Maintenance Area Superintendents and two Region Manager I's.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, and equipment used in the maintenance 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 and related safety practices. Operating characteristics of management systems and principles of effective supervision. The incumbent is responsible for the activities of Special Programs People and adopt-A-Highway volunteers in addition to permanent full time and intermittent employees. Must possess a thorough knowledge of statewide Maintenance functions and the missions, goals, organization and procedures of the Department of Transportation. Ability to coordinate activities with other Programs, maintenance Regions and with City and County officials.

Must be able to articulate program policies and goals to management, staff and the public. Must advise management of programs status and its benefits. Public acceptance of maintenance practices will be gained, in part, as a direct result of tactful communication. Must possess sound techniques for handling sensitive issues.

The incumbent must have the analytical ability to utilize a variety of techniques to address complex managerial problems and issues. The incumbent is responsible to ensure optimum operations and performance of the maintenance function including management of budget expenditures and personnel. The incumbent is also responsible for a variety of the line functions that relies significantly on analysis of many topics. Must be able to fully analyze the impact of decisions required in both emergency and normal conditions. Must be able to properly deploy person power and equipment, with regard to safety of personnel and accomplishment of maintenance goals.



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CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent has the responsibility to provide management guidance and direction personally and through the staff to all field units. To carry out the Department's mission, this individual must possess the very highest standard, backgrounds, and knowledge of maintenance practices and procedures, both technical and administrative. The incumbent must be able to direct work accomplishment through others, by personnel that are not in a direct line supervisory relationship. The incumbent must also possess a high degree of understanding of the Department's purpose, mission, vision, goals, policies, and functions. This includes knowing where to get help or obtain information, often under emergency conditions.

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, and legislators. There is considerable contact with external agencies. The Region manager interfaces with the public in various forms, working with City and County governmental officials, regulatory agencies such as the Department of Fish and Game, Water Quality Control Board, County Agriculture Commissioners, local fire department, Army Corp of Engineers, etc., as well as members of the general public who call or write with their concerns. Daily contact with the public, suppliers, contractors, headquarters, personnel, other District programs, 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 position.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing.

The workload is subject to frequent, substantial, and unexpected changes. For example, the manager makes, or participates in making many decisions concerning the shifting of resources to meet sudden changes.

Ability to resolve emotionally charged issues reasonably and diplomatically.

Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity.

Must be able to develop and maintain cooperative working relationships.

Develops new insights into situations and applies innovative solutions to make organizational improvements.

Enables other to acquire the tools and support they need to perform well.

WORK ENVIRONMENT

While at the base of operation, the manager will work in a climate-controlled office under artificial light. However, due to periodic problems with region concerns, work outside in cold and heat extremes may be required.



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I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. *(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)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE