

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Caltrans Maintenance Manager II	DISTRICT/DIVISION/OFFICE 56/Maintenance/Office of Mgmt Systems & Studies	
WORKING TITLE Chief, Office of Mgmt Systems & Studies	POSITION NUMBER 913-650-6239-918	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Chief, Division of Maintenance, a CEA Range B, this Caltrans Maintenance Manager II is responsible for managing and coordinating the statewide operation of the Integrated Maintenance Management System (IMMS). The incumbent is responsible for incorporating work planning and scheduling, work standards, and performance and production reporting into IMMS.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

- 50% (E) Manage the continued use and improvement of the IMMS. Continue the development of new reporting capabilities that are user friendly and flexible. Identify problems and areas of deficiency in IMMS and oversee corrections.
- 25% (E) Furnish technical advice to Maintenance staff in the research of new technology. Review recommendations; provide feedback, and coordinate efforts with other Departmental areas that are working on parallel database efforts, especially Information Technology Division personnel engaged in daily work with IMMS.
- 20% (E) Coordinate new developments in the applications of IMMS and manage delivery of unique projects of special interest to the Maintenance Division.
- 5% (M) Prepare technical correspondence and complete comprehensive reports.

SUPERVISION EXERCISED OVER OTHERS

Provides direct supervision and/or leadership to full-time and Retired Annuitant employees in the following classifications: Caltrans Maintenance Manager I, Caltrans Maintenance Area Superintendent, and Caltrans Maintenance Supervisor. Also may oversee the work of contract consultant(s).

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

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must possess a thorough knowledge of statewide Maintenance functions and the mission, goals, organizations, policies and procedures of the Department of Transportation.

Must have knowledge of data processing hardware and software for both mainframe and personal computers used by the Maintenance Program. Must have knowledge and understanding of new technology available to the Department addressing integrated management systems. Must be able to use standard statistical approaches to evaluating historical information and have the ability to form independent judgments based on evaluation of test and/or survey results. Must have the ability to prepare technical correspondence and complete, comprehensive reports.

The incumbent must have a demonstrated ability to take initiative in system design and implementation. Will be expected to direct other Departmental staff in the review and continued implementation of the Integrated Maintenance Management System.

The incumbent must have the ability to analyze the complex communication, hardware, and software requirements for the Maintenance Program. Must have the ability to reason logically, analyze complex problems relating to resource allocation and program management, and develop sound, recommendations. Incumbent should have the ability to analyze resources needs (labor, equipment, and materials) of day to day maintenance activities and to assess effectiveness of resource allocation options. Must be able to develop, analyze, and utilize computer generated reports for maintenance management.

The incumbent must have the ability to recruit and develop staff with the abilities to understand and maintain the Integrated Maintenance Management System. Must have the ability to analyze staff's strengths and weaknesses and develop plans to bring staff to a level of expertise through training, special assignments and exposure to alternate sources of information.

Possession of a valid driver license issued by the Department of Motor Vehicles is required prior to appointment to this position.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent has responsibility for the Integrated Maintenance Management System. Failure to make adequate and timely recommendations could result in reduced funding allocations and jeopardize the Department's basic mission of safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability.

PUBLIC AND INTERNAL CONTACTS

The incumbent will communicate on a regular basis with district and corporate maintenance staff, computer services and budget staffs, District maintenance support staff and managers. Acts as the Departmental representative of the Integrated Maintenance Management System when contacting companies providing communication, hardware, and software applications. Occasional contact with transportation officials from other states and countries concerning their maintenance management systems will occur.

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