

POSITION DUTY STATEMENT**PROPOSED**

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE Rail Transportation Assistant	OFFICE/BRANCH/SECTION Division of Rail/Rolling Stock Procurement	
WORKING TITLE Rail Equipment Technical Support	POSTION NUMBER 900-075-3189-920	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: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the direction of a Rail Transportation Manager I (Chief, Rolling Stock Procurement Branch), the incumbent is responsible for performing a variety of complex duties in the support of the Division of Rail rolling stock management. The incumbent has knowledge of passenger rail cars, including rail car design, manufacture, maintenance, utilization, operation and specifications. Provides technical and contract management support to the Rolling Stock Procurement Branch for new car acquisition, acceptance and warranty. Ensures contract documents and work performance conform to industry standards, manufacturer recommendations, and all State and Federal regulations. The incumbent must have at least 2 years rail experience and experience in rail equipment acquisition. Must be able to work effectively with, and provide support to, rail equipment technical specialists/subject matter experts within the Office of Rail Equipment.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

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

40%	E	Provides technical and contract management support to the Rolling Stock Procurement Branch for new car acquisition, acceptance and warranty. Assists with contract documents and verifying work performed conforms to industry standards, manufacturer recommendations, and all State and Federal regulations. Assists with inspection support at Contractors' facilities, on-board trains and other locations as necessary. Assists with various product research, specifically oriented towards electrical, telecommunications, mechanical and electronics-related items and systems that are/will be installed on the rail equipment..
25%	E	Assists in providing support to the maintenance, operations and warranty of passenger rail equipment to ensure compliance with FRA safety rules and requirements, procurement and overhaul contracts, industry standards and original equipment manufacturer recommendations and instructions.
20%	E	Assists in monitoring and evaluating equipment failures to determine cause and corrective actions; can perform trend analyses to predict failures and make corrections before failures occur, and analyzes/recommends equipment modifications or maintenance strategies to reduce and/or eliminate failure-prone components, designs or processes, improve maintainability and reliability, and provide enhanced passenger amenities as needed.

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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15% Prepares project status reports for project management and others within the Department and at other agencies on the status of rolling stock procurement contracts, including status of project deliverables, timeframes and schedules, delays and unanticipated changes and other reporting requirements.

M

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Does not supervise. May have lead responsibility when involved with some assignments.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- The incumbent must have mechanical and electrical experiences. Must be familiar with the operation of the Department's fleet of rail equipment and rail services, or other applicable rail passenger service operations and rolling stock
- The incumbent must be familiar with basic principles of intercity passenger, commuter, and urban rail operations; principles and practices in the organization and administration of an intercity passenger, commuter, or urban rail program; familiarity with all applicable laws, rules, and regulations of the railroads; and public relations principles and methods
- The incumbent must be able to work cooperatively and speak knowledgeably with representatives of other Caltrans units, other governmental agencies, Amtrak, rail equipment manufacturers, freight railroads, legislative staff, FRA, AAR, PUC and individual citizens. Must speak effectively before groups and present a good image of the Division and the Department in any situation.
- The incumbent must have knowledge of the organization and functions of the Department of Transportation. Must understand State of California and Departmental contracting and procurement policies and procedures, basic principles of project organization and management, and all applicable laws; and methods of state contract administration.
- The incumbent must be highly organized and have the ability to perform and monitor a wide variety of tasks and project functions simultaneously.
- The incumbent must have the ability to speak and write effectively; analyze situations accurately and take effective action. Must be able to utilize telephone and written communications in addition to personal contact in addressing contract issues such as documentation and provisions, scheduling and coordination, document control, and others. Will originate and review e-mail and other correspondence, forms and reports to track and disburse information. The incumbent independently composes letters and meets with contractors, staff within the Department as well as outside agencies, and contractors to resolve problems.
- The incumbent must also have the skills and ability to utilize computers to perform word processing, develop spreadsheets, create and update databases, including Microsoft Word, Microsoft Excel, Microsoft Project, FileMaker Pro and others. Must be able to operate computers, printers, scanners, copiers and other office machinery.
- The incumbent must be able to read and understand contracts, engineering plans and drawings and related documents.
- The incumbent must be able to read and have a basic understanding of rail equipment projects, specifications, plans and other Division of Rail functions as relates to rolling stock contracts.
- The incumbent must be able to use a variety of analytical techniques to resolve or contribute to the resolution of contract issues; and to develop and evaluate alternatives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for guidelines and policies relating to capital programs and projects. They must ensure that the Division of Rail's projects are implemented in compliance with such policies. Decisions must be consistent with Departmental policy and the authority vested in the position. Failure to

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ensure compliance with policies, granted authority and Department plans and processes could result in State funds being expended without the accrual of the required benefits to the State. Contracts that are not developed and managed properly could result in additional unknown costs to the State through claims and legal actions. Failure to keep projects moving through the project development and delivery process could result in unacceptable gaps in intercity rail passenger services, inhibit the Division of Rail from securing project funding, and subject the Department to ridicule.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contacts with others in the Department, other state agencies, Federal agencies, cities, counties, consultants, railroads, equipment manufacturers and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Develop and maintain cooperative working relationships. Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice.

Must be able to work on a keyboard; must be able to work onboard rail equipment and in manufacturing facilities. Requires developing and maintaining cooperative relationships, and the ability to focus for long periods of time.

Requires manual dexterity, sitting for long periods, bending, stooping and kneeling, and may require working in dark, dirty, cramped spaces to inspect and test equipment.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. Work will be required in manufacturing facilities, railroad maintenance facilities, offices of contractors, on-board trains and outdoors. Some safety training may be required.

Extensive travel in state and some out of state travel is required. Must be flexible and willing to travel with short notice. Some overtime may 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.)

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)

SHARON BEASLEY

SUPERVISOR (Signature)

DATE