

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION District 5/Maintenance Support	
WORKING TITLE TBMP Coordinator	POSITION NUMBER 905-600-6282-918	REVISION DATE 07/22/2025

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the direction of the District Maintenance Manager, a Maintenance Manager II, the Storm Water Treatment Best Management Practices Coordinator (TBMP) manages and oversees the District 5 Maintenance TBMP program. The incumbent is responsible for collecting inspection and inventory data using hand-held computers and Global Positioning System (GPS) survey equipment and reconciling storm water facilities assets in IMMS that are installed or modified through Field Maintenance forces, Major Maintenance projects, and Capital projects. The incumbent will work closely with the TBMP design engineer and storm water coordinators to make project recommendations, share condition inspection ratings and identify possible deficiencies that require maintenance or major improvements to comply with the National Pollutant Discharge Elimination System permit (NPDES). The incumbent is responsible for performing TBMP inspection activities throughout the district. Review field data collected to ensure accuracy, consistency and quality. Provide quality assessment/quality control (QA/QC) of verified field reports into database for submission to the statewide database. Responsible for producing reports/requests resulting from field evaluations. This includes attending meetings at various locations, including Sacramento. The incumbent may be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. Travel is required, incumbent must possess a valid Class C Drivers License.

CORE COMPETENCIES:

As a CT Maintenance Area Supt, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Cultivate Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - Engagement)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence - Engagement)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Cultivate Excellence - Engagement)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Innovation)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Strengthen Stewardship and Drive Efficiency - Pride)

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TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Incumbent will serve as the District field subject matter expert and TBMP program manager. Incumbent will facilitate inspections with Maintenance Area Superintendents and Resident Engineers throughout the District and may require utilizing photo or video equipment. Incumbent documents and prepares TBMP reports, organizes and assures integrity of the photos and files collected in the field pertinent to drainage systems and analyzes conditions or findings and recommends remedial action to the responsible program to comply with the NPDES permit. Reports are retained for compliance and depending on the nature of the inspections and findings (conditions of asset), that would warrant filing for retention or sharing them with the appropriate engineering group for a large-scale repair or the local area superintendent for a smaller scale repair. Identifies the condition of the TBMP on the State highway system with regard to any failure that may cause the TBMP from being out of compliance with the State Water Resources Control Board requirements. Inspections require a thorough knowledge of materials, methods, equipment, and tools used in highway maintenance and construction and the ability to identify TBMP maintenance strategies and types of TBMP defects that lead to structural and non-structural failure.
20%	E	Incumbent is responsible for entering, auditing, and maintaining TBMP asset inventory in the statewide TBMP database using the Integrated Maintenance Management System (IMMS). Performs post processing and quality control of TBMP inventory data collected in the field utilizing various software. The incumbent continually communicates related information utilizing TBMP inventory data with the TBMP Engineer and other personnel in Design, Maintenance Engineering, Field Maintenance, and Asset Management.
20%	E	Conducts emergency field inspections of TBMP structures during and after storms to monitor for damaged TBMP assets. The incumbent shall coordinate efforts in conjunction with the Maintenance HQ engineers to review sites with appropriate personnel to develop action plans for restoration or replacement of TBMPs. Perform research into As-Built and contract plans to determine location, characteristics of existing TBMP and any necessary worker protections to restore TBMP assets to compliance.
10%	M	The incumbent shall maintain the TBMP vehicle making sure that it receives all scheduled services and the vehicle is in good operating condition prior to field work. Responsible to assure all equipment assigned is properly used and maintained and records kept up to date. Performs basic, minimal handwork related to TBMP inspection, including the use of small chain saws, hedgers, loppers, picks, grate pullers and other related equipment to gain access openings.

¹ESSENTIAL 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

The incumbent will not directly supervise others, but will serve as the program manager and lead.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid Class C California Driver's License.

Knowledge of:

- Methods, materials and equipment used in the TBMP.
- Operation and care of automotive and highway maintenance equipment.

An ability to:

- Learn and use GPS units and computer software including Outlook, ArcMap, ArcGIS Survey123, ArcGIS Field Maps, ArcGIS Workforce, Word and Excel.
- Prepare correspondence and written reports, and communicate effectively orally and in writing.
- Organize and prioritize work, including analyzing situations accurately and develop effective course of actions.
- Do independent investigations, reach sound conclusions, and prepare issue reports for making improvements or changes to existing procedures and standards, as necessary. The incumbent must be able to expand on the practical application of written policies, procedures, and standards as needed to address challenges.
- Read and write English at a level required for successful job performance.
- Use a computer and software. Must be able to interpret departmental policy and make clear oral and written presentations.

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Analytical requirements must:

- Make appropriate decisions for the various TBMP related duties.
- Be able to gather, assimilate, and analyze all pertinent data relating to TBMP systems.
- Be able to evaluate maintenance operations, evaluate procedures utilizing current and state of the art TBMP inspection equipment.
- Be able to analyze situations for correct decisions and/or recommendations on very short notice.
- Be capable of understanding basic engineering solutions in TBMP design and determining alternatives that provide the most viable solution while considering maintenance, engineering, political, public opinion, and economic issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for independent action in carrying out assigned duties relating to policy of maintenance functions. The consequences of not considering all factors could be inconsistent with established policies, inappropriate application of maintenance methods, non-compliance with permits and plans. Failure to understand and incorporate appropriate standards, requirements and policies into work product may result in harm to the environment, excess costs to the Department and damage to the Caltrans relationship with other agencies. The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Error of judgment could jeopardize meeting project deadlines and loss of program dollars to the District.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be required to effectively work with other personnel in Maintenance in the Districts and HQ. The incumbent may be involved with personnel from outside agencies and local interest groups. The incumbent shall be required to maintain good relations with members of the public and employees from within Caltrans, as well as other agencies. Contacts with other public agencies and private individuals may be daily and the incumbent is expected to maintain a favorable image for the Department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

While at their base of operation, employee may be required to sit for long periods of time using a keyboard and video display terminal. Other physical activities will include standing, walking, bending at the neck and waist, stooping, squatting, climbing, kneeling, and twisting at the neck and waist. Operating a motor vehicle for long periods of time is also part of this function. The ability to lift 50 pounds or move large or cumbersome plans and diagrams from one location to another will be necessary. Other activities may be reaching above or at the shoulder, pushing or pulling, and simple grasping or fine manipulation. Ability to hike over the the bank to remove vegetation for TBMP inspections which also may require rock scaling training to assess.

WORK ENVIRONMENT

The work setting is open space and in a climate-controlled office building in San Luis Obispo. The incumbent will be subjected to long exposure to computers, various lighting conditions, and standing or sitting for prolonged periods. Wear and use all required personal safety equipment. Fieldwork is required including exposure to high-speed traffic. Incumbent must follow all policies, procedures, and safe working practices. The incumbent will be expected to be available to work for extended periods out of town on a per diem basis.

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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.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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