

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Supervisor	08-603 STORMWATER SUPPORT (EFIS # 4299)	
WORKING TITLE	POSITION NUMBER	REVISION DATE
CALTRANS ASSISTANT STORMWATER COORDINATOR	908-603-6301-XXX	

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction of a Caltrans Maintenance Superintendent, the Caltrans Maintenance Supervisor in Storm Water Support helps the Superintendent plan and schedule the work required in the National Pollution Discharge Elimination System Permit, State Storm Water Management Plan and all other related issues regarding Storm Water compliance. In the field will inspect temporary storage and disposal sites throughout the District. The incumbent may be required to work overtime including nights and weekends and may be required to work varied work shifts on a temporary or intermittent basis. This position travels extensively throughout the District and will work out-of-town at least 50% of the time. May be loaned to other cost centers.

CORE COMPETENCIES:

As a CT Maintenance Supervisor, 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.

- Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Inspects all temporary storage and disposal sites. Photograph and document all inspections. This to include areas on all state right-of-way and facilities, including shoulders, ramps, under bridges and various other areas as required. Inspections will be done as required in the Federal Clean Water Act, the National Pollution Discharge Elimination Permit (NPDES), the Storm Water Management Plan (SWMP) and the Caltrans Storm Water Quality Handbook - Maintenance Staff Guide. Reviews and recommends Best Management Practices (BMP's) . Will help with site locations. Work with contractor to test sites as needed. Work with area supervisors to dispose of unwanted or unusable materials. Will perform manual labor as needed. Work with Headquarter Maintenance Stormwater Division.
45%	E	Works with the Maintenance Stormwater Section engaged in drainage stenciling including facilities, drop inlets and all other associated structures. As needed, will help with IC/ID (Illicit connection/ illegal discharge) inspections. Will help with training in storm water related issues. As needed will help with facility inspections. Will do manual labor as needed. Required to assist the Maintenance Stormwater Coordinator to insure compliance with the National Pollution Discharge Elimination Permit (NPDES) and the Stormwater Management Plan (SWMP) on all other related issues. May work with drain inspection/ cleaning contractor.
10%	E	Operates a computer and other devises, both manual and electronic. Keep records of inspections, equipment and materials. Maintains and cleans equipment, and work areas.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of the methods, materials, tools and equipment used in management of temporary storage and disposal sites, knowledge of source control and treatment control Best Management Practices (BMP's). Must have knowledge of structures and storm water drainage systems. Knowledge of regulations and safety practices pertaining to the stated duties and provisions of the California Vehicle Code as they apply to the equipment used. Requires knowledge of safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program, safety rules and regulations related to assigned duties as stated in Chapter 8 of volume one of the Maintenance Manual, pertinent OSHA regulations, and basic safe work practices. Must have knowledge of regulations and safety practices pertaining to highway emergency services, fire suppression and first aid. Must know and follow policies and procedures for operating two-way radios; have knowledge of the principles of effective supervision; must have and maintain at a minimum a valid, unrestricted Class "C" Driver's License. Must have the ability to communicate and follow directions, both oral and written, at a level required for successful job performance; develop and maintain good working relationships with others; and deal tactfully with the public. Must have the ability to keep records of personnel, equipment and material used, and the ability to lead the work of others. Must be able to do heavy manual labor. Must be able to analyze various situations accurately, make sound decisions and take effective action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Judgment is exercised in making decisions relative to the safety of themselves, the traveling public and private and state property while they are engaged in assigned duties. Poor decisions or inappropriate actions could jeopardize the safety of the incumbent or the traveling public, and could damage state and private property. Such acts could also result in monetary loss and embarrassment to the state.

PUBLIC AND INTERNAL CONTACTS

Will have frequent contact with the traveling public, especially during traffic control operations. Will have intermittent contact with various other individuals and agencies such as district and region office employees, and local and state law-enforcement and fire and emergency personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Required to drive/operate maintenance vehicles. Will be required to do manual labor including; extensive walking, squatting, bending, twisting, reaching, walking on uneven ground, climbing up and down slopes and prolonged standing. Will also be required to work at heights and over banks. Must be able to cope with and respond to emergency situations such as those connected with traffic and weather conditions and other natural disasters. Will be required to deal tactfully and courteously with the public under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable and alert and aware at all times. Must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others.

ADA Notice

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WORK ENVIRONMENT

Although position is based in a Caltrans office located in a metropolitan area, the incumbent will work in the field, on foot or operating equipment, travels extensively throughout the district in the performance of their assigned duties. Will work in metropolitan, rural, desert and mountain areas on multi-lane freeways, and two-lane secondary roads. Weather conditions vary from a cold, windy and wet winter climate to a very hot and predominately dry summer climate. Occasional heavy thunderstorms can be expected in the summer months and heavy rain and/or snow is to be expected in the Winter. Temperature extremes can range from well below freezing in the winter to well over 100 degrees on a consistent basis in the summer. Will be required to work outside in extreme temperatures and inclement weather. Will be exposed to noise, dust and chemicals, and will be required to wear long pants and appropriate footwear in good condition, and must wear provided personal protective safety equipment such as shirts or vests, hard hats, safety glasses and gloves, as well as other devices deemed necessary. May be required to work alternate workweek and/or shift to meet operational requirements. Work inside will require setting at a desk performing data entry, answering telephones, filing and other office duties for extended periods.

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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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