

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION Maintenance Support/ Maintenance/Caltrans	
WORKING TITLE District Water Manager	POSITION NUMBER 903-600-6282-XXX	REVISION DATE

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

GENERAL STATEMENT:

Under the general direction of a Caltrans Maintenance Manager I, the incumbent will manage the District's landscape irrigation and water conservation programs. The incumbent will be responsible for contract administration of service contracts for irrigation repairs and remote control interfaces. The incumbent will work with other Caltrans programs reviewing plans and specifications to ensure the efficient use of irrigation water. The incumbent will monitor, record, and report to District management the progress made by the District to reduce overall water consumption. The incumbent must possess a valid California Driver's License – Class 'C'. Duties include but are not limited to the following:

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. (Safety, Employee Excellence - Integrity, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Collaboration, Stewardship)
- Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety - Collaboration, 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 - Collaboration, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Collaboration, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety - Collaboration, People First, 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 - Collaboration, Stewardship)
- Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety - Collaboration, Innovation, Stewardship)
- 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. (Safety - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Works with and provides training to District landscape maintenance crews. Develops and deploys irrigation schedules that meet local water regulations and are based on actual water needs for an area. Develops recommendations for the repair of recurrent landscape irrigation system problems. Maintains the District landscape inventory and gathers and records additional inventory data, including developing GIS maps of District landscape inventories. Makes operational and maintenance recommendations to field staff to maximize the effectiveness of installed irrigation system inventories.

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30%	E	Provides contract oversight for ongoing and future landscape projects. Works with the District Landscape Architect and Construction personnel to implement landscape projects. Works with District landscape specialists and other functions to review and evaluate future construction plans and permit requests. Works closely with utility coordinators to review water vendor invoices, conducts field usage audits to ensure accuracy in water vendor charges, and tracks water cost responsibilities between Maintenance and Construction to ensure proper charging.
20%	E	Plans, organizes, and directs the District's water conservation program. Works with landscape and maintenance crews to implement the District's water conservation plans. The incumbent will be required to monitor, record, and report to District management the progress made by the district to reduce overall water consumption. Provides technical assistance to landscape maintenance supervisors at the central computer and at individual field units for system maintenance.
10%	M	Provide contract administration related to irrigation maintenance and remote communication systems. Other duties as directed by management.

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 supervise staff. The incumbent will give functional guidance to personnel repairing, scheduling, and monitoring remote controlled irrigation systems.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have good working knowledge of Highway Maintenance Standards, Maintenance Manual Volumes I and II, and Caltrans Maintenance Program field operations. The incumbent must have a working knowledge of remote control systems including systems using cellular phone and truck radio. The incumbent must have knowledge of modern irrigation scheduling and the use of environmental factors, such as California Irrigation Management Information System data, to produce irrigation schedules.

Incumbent must have proficiency with personal computers, including competency in MS Word, Excel, AMS Advantage, IMMS and other Caltrans database programs. Incumbent must possess the ability to analyze data, develop ideas, and provide recommendations and present information correctly and effectively, both orally and in writing. Must have the ability to handle multiple tasks efficiently and have a strong ability to organize, track, manage time and prioritize tasks. Must have the ability to analyze and apply current rules and regulations when conducting business. Incumbent must possess the ability to use good judgment in situations to determine appropriate action. Incumbent must be able to maintain a positive attitude when interacting with internal and external partners so they remain professional and courteous at all times. Incumbent must be able to work cooperatively and develop good working relationships with other district and headquarter staff. Must be able to work independently or in a group.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for their own actions, decisions, quality of work and proper use of State time, equipment and materials. Improper use of State time, equipment and material, inability to perform the essential duties stated above, failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

The incumbent is involved in daily email, telephone and in-person contact with public and Caltrans employees. Incumbent is required to project a professional and courteous business-like manner, and develop and maintain effective working relationships internally and externally.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to lift, bend, kneel, reach, push, pull, walk, sit and stand for long periods of time. Sustained mental activity is needed for report writing and review, auditing, problem solving, analysis and reasoning. Ability to develop and maintain cooperative working relationships, responds appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledges the various responses.

WORK ENVIRONMENT

Incumbent when performing office duties will work in a climate controlled office setting under artificial lighting; however due to periodic problems with the heating and air conditioning systems, the building temperature may fluctuate. Incumbent will be exposed to computers, various lighting conditions, and stand or sit for prolonged periods; must be able to work at a keyboard and focus on complex tasks for long periods of time and must be able to organize and prioritize large volumes of work and documents.

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Travel throughout the District will be required. Assignments in the field will be required where exposure to high speed traffic will occur. Incumbent will be required to extensively walk in the field to review various issues such as landscape irrigation problems and landscape construction reviews. When performing fieldwork the incumbent shall wear required personal protective equipment in accordance to rules and regulations set forth by Caltrans Safety Manual and Caltrans Maintenance Manual.

The incumbents normal working hours will be set between 7:00 am and 5:00 pm. Incumbent must be able to work independently or in a group environment. May be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

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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