

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

| | | |
|---|--|---------------|
| CLASSIFICATION TITLE CT Electrical Area Supt | OFFICE/BRANCH/SECTION 56/Maintenance/Management Systems and Studies | |
| WORKING TITLE Electrical HQ IMMS Specialist | POSITION NUMBER 913-700-6900-918 | 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 supervision of a Caltrans Maintenance Manager I, incumbent will be assigned duties related to the support of the Integrated Maintenance Management System (IMMS). This position has statewide responsibility for assisting with the coordination and resolution of system problems as well as providing day to day support for all IMMS users. Duties include: IMMS system administration functions; request IMMS user accounts for new users; assign or modifying user access rights; coordinate end-user account creation with the IMMS training staff; create system code definitions; add or modify inventory assets; monitor Physical Highway Inventory changes; monitor system functionality; gather and evaluate end user generated issues and present alternative options to the IMMS team; research and evaluate options for system enhancements and present alternatives to IMMS team; Provide IMMS system training; Create and run reports. Travel/Online Distance Learning Training will be required when training Statewide IMMS Users.

CORE COMPETENCIES:

As a CT Electrical 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Employee Excellence - Collaboration, People First, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration, Integrity, 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. (Employee Excellence - Integrity, People First, 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. (Employee Excellence - Innovation, People First, 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, Innovation, Stewardship)
- **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. (Prosperity, Employee Excellence - 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, Employee Excellence - Integrity, People First, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation, Integrity, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Employee Excellence - Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

| | | |
|-----|---|---|
| 50% | E | Support IMMS Training Program; Duties will include assignment as an IMMS Trainer statewide or at the headquarters office. Reviewing training simulations. Development and maintenance of the training modules on the Whatfix training platform and provide in-person and virtual instructor led training sessions for various levels of IMMS Users. The incumbent will use various methods of communications to provide customer service and help with troubleshooting IMMS issues upon request. Amount of travel for this position is to be determined by training requested by the districts and candidates need to be prepared that this position will require travel. |
| 20% | E | Support IMMS System Administration; Create new user accounts and access rights; monitor and modify user rights as needed. Create and monitor system code definitions. Monitor system functionality and assist the District IMMS Coordinators in administering IMMS and trouble shooting user issues. Monitor Physical Highway Inventory changes in IMMS and perform field Quality Assurance reviews. Run and create reports for end users. |
| 20% | E | The incumbent will perform complex analyses using data from Oracle Business Intelligence (OBI), and other systems/business intelligence software. The incumbent will utilize business software to ensure and support data governance for the Department through data queries and reports for both District and Headquarters. |
| 10% | M | May be assigned other duties as required including: certain administrative tasks such as manuals, guides and other publication revisions, monitor and review material inventory levels and pricing in IMMS, monitor Stock Area Cycle and counting compliance, may perform random Stock Area reviews. including but not limited to special assignments and back up of other staff as needed. |

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, this position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

In addition to the California Department of Human Resources' specifications for the classification, the incumbent must be able to communicate effectively, orally and in writing. Must be able to make effective presentations to large and small groups; responding appropriately to questions and concerns. Must be able to relate the vision, mission and goals of the Maintenance program to the goals and objectives of the IMMS program. Must be able to develop expertise necessary for the analysis, review and recommendations for modifications to the IMMS system. Must also be able to effectively plan, schedule and prioritize work. Must be a motivated team player with good technical and interpersonal skills. Must be able to effectively facilitate meetings to achieve stated objectives. Must have the ability to motivate field personnel without direct supervisory responsibility.

The incumbent must be proficient in the use of IMMS, Microsoft Windows, and the standard Microsoft Office Suite including Word, Excel, and PowerPoint. Must have a thorough understanding of Maintenance field operations, procedures and limitations. Must be familiar with Maintenance Manual Volumes I and 2, Whatfix, The Caltrans Safety Manual, Chapter 8, and Code of Safe Operating Practices (COSP)

Knowledge of effective planning and scheduling techniques, knowledge of the Level of Service process, Materials Management and Acquisitions (MMA), and Staff Central System.

Knowledge of Electrical field reviews, electrical installations, maintenance and repair of electrically operated traffic signals, lighting, traffic control devices, electrically controlled installations such as pumps, motors, and appurtenant controls and knockdown highway lighting poles, traffic signals and controller cabinets; high voltage switch gear, Knowledge of technical work in connection with the repair or modification of traffic control devices, ramp metering, surveillance stations, and bridge electrical systems and the Electrical Safety Orders of the Division of Industrial Safety and of the safety precautions required in the installation of traffic control devices.

Has taken the Electrical classes given at META,

Knowledge of the duties of the District Signal and Lighting Coordinator

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The IMMS System is of critical strategic importance to the Department and to the Maintenance Program in particular. Failure to properly execute duties may have far-reaching impacts to the Department's credibility and could impair field maintenance productivity should the IMMS project goals not be achieved.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

PUBLIC AND INTERNAL CONTACTS

Act as a liaison to district maintenance staff. The incumbent will also will have contact with vendor representatives, IT staff and other maintenance program staff. The incumbent may also have contact with other state departments of transportation, American Association of State Highway and Transportation Officials (ASHTO) and other organizations dedicated to highway transportation maintenance, including foreign entities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to stand for extended periods of time during training sessions. He/she may also be required to sit for extended periods to perform computer work, reading or preparing documentation, or attending meetings. He/She will also require the use of hands for intricate work including minor adjustment of office equipment or printer or fax machine paper replacement. Computer work includes input of data, at times repetitive, and for extended periods of time. The incumbent is required to lift up to 15 pounds. The incumbent must be able to work in stressful environment including working within tight time frames, short-term deadlines, and changing priorities. The incumbent must have the ability to cultivate good working relationships with other employees. On occasion, incumbent will be required to perform field reviews on state highway right of way. Must be able to walk for extended periods of time, occasionally on unstable terrain; must have the ability to understand and follow safety policy applicable to field work and office environment.

A valid class C Drivers License is required at all times for this position.

WORK ENVIRONMENT

Office environment is a one-story office building, with carpet, artificial lighting and functional cubical style workstations. Extensive work using PC. Statewide travel will 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.)

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE