

POSITION DUTY STATEMENT

PM-0924 (REV 02/2021)

CLASSIFICATION TITLE CT Maintenance Supervisor	OFFICE/BRANCH/SECTION Maintenance Support/ Maintenance/Caltrans	
WORKING TITLE Assistant Stormwater Coordinator	POSITION NUMBER 903-600-6301-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of a Caltrans Maintenance Area Superintendent, the incumbent assists the Stormwater Coordinator plan and schedule the work required in the National Pollution Discharge Elimination System (NPDES), State Stormwater Management Plan (SWMP) and all other related issues regarding stormwater compliance. In the field the incumbent will inspect stormwater related facility and activities throughout the District. The position travels throughout the State and the District and may work out-of town at least 20% of the time. Responsibilities include, but are not limited to:

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **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 First, Cultivate Excellence, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency -)

TYPICAL DUTIES:

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

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55%	E	The incumbent will work with District personnel to ensure full compliance with the Federal Clean Water Act, NPDES, SWMP, and the Caltrans Storm Water Handbook – Maintenance Staff Guide. The incumbent will assist with annual awareness training and record keeping for all Maintenance employees to ensure compliance with the NPDES permits; work with contractor and task-order driven contracts; and ensure that proper testing is done, and that monthly and annual reports are completed as required.
20%	E	The incumbent will work with the Maintenance Stormwater Section engaged in Illicit Connection/Illegal Discharge (ICID) investigations covering all associated structures and facility within the state right-of-way. Inspections will be done as required in the Federal Clean Water Act, NPDES, SWMP, and the Caltrans Stormwater Quality Handbook – Maintenance Guide. The incumbent will review and recommend changes to Best Management Practices (BMPs); will assist with site locations, wash racks, slopes and stockpile inspections; will assist with training in stormwater related issues; oversee all facets of the Districts Facility Pollution Prevention Plan (FPPP); will track and monitor all Integrated Maintenance Management System (IMMS) field reports in the F family; will update the Districts STBMP database; and will submit revision to HQ IMMS.
15%	E	Operates a computer and other devices to document inspection, create and maintain files and produce accurate and complete reports regarding inspection, and compliance with NPDES, SWMP, and all other laws, polices and procedures involving stormwater management. The incumbent will be assigned to a support position in the District Maintenance Support Office, and will be expected to respond for training and drills, as well as actual emergencies. Maintains and cleans equipment, and work areas, and will perform manual labor as needed.
10%	M	Occasionally writes service contracts. Will assist the Stormwater Coordinator in tracking all Stormwater purchases and balancing the District Stormwater budget. Other duties as required 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 position carries no supervisory responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires knowledge of the methods, materials, tools and equipment used in the management of temporary storage and disposal sites, knowledge of source control and treatment, Best Management Practices (BMPs). The incumbent must have knowledge of storm water drainage systems and structures; knowledge of regulations and safety practices pertaining to the stated duties and provisions of the California Vehicle Code as they apply to the equipment uses; 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 Manuel, pertinent OSHA regulations and basic safe work practices; knowledge of regulations and safety practices pertaining to highway emergency service, fire suppression and first aid. Must also know and follow policies and procedure for operating two-way radios; have knowledge of the principles of effective supervision. Must have some knowledge of hazardous waste laws and regulations at both the state an federal level.

Incumbent must have proficiency with personal computers, including competency in MS Word, Excel, AMS Advantage, 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

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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

The incumbent will be required to drive/operate various highway maintenance vehicles and to do manual labor including; extensive walking, squatting, bending, twisting, reaching, walking on uneven ground, climbing up and down slopes and prolonged standing; will be required to work at heights, on slopes and embankments.

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.

Extensive travel is required throughout the District. Employee will work under a variety of conditions while away from this office. 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.)

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

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