

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION Maintenance/D10	
WORKING TITLE Emergency Management Coordinator	POSITION NUMBER 910-610-6282-XXX	REVISION DATE 06/19/2026

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

GENERAL STATEMENT:

The Caltrans Maintenance Area Superintendent (Specialist) position, under the supervision of a Caltrans Maintenance Manager I, is responsible to keep Caltrans' Emergency Management program at a readiness to respond to any massive disaster emergency such as earthquake, flood, natural or man-made disaster, etc. This includes keeping resources for all District 10 Emergency Operations Center (EOC) locations up to date for use in an emergency, attending training and other agency's exercises related to Emergency Management, planning and organizing quarterly district EOC training exercises, and the dissemination of training requirements for EOC staff. This position will be responsible for producing reports for management to share with partnering agencies, Legal, and the District Director. Responsible for all EOC Coordination and Broad Scope Advisor to the DDDM. Completion of Standardized Emergency Management System/National Incident Management System (SEMS/NIMS) training and a valid Driver's License, Class C is required. The EOC Coordinator will provide training, manage the EOC Teams Channel, and the Everbridge messaging system.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety - Collaboration)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Collaboration)
- **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. (Employee Excellence - 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 - Integrity, Pride)
- **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, Employee Excellence - Stewardship)
- **Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Employee Excellence - Innovation, 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)
- **Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Employee Excellence - Innovation, Integrity)
- **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. (Employee Excellence - Integrity, Pride)

TYPICAL DUTIES:

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

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40%	E	EOC Readiness: Required to keep all resources in all EOC locations in District 10 up to date, including but not limited to: telephone lines, computers, Emergency Operations Plan (EOP), Response Plans, contact information, Fan Out Charts, off-site tent and trailer, and seating charts. Keeps current on new Emergency Management technology and implements this into District 10. The EOC Coordinator is responsible for coordinating all components of the emergency management system in the District. Assists local government departments/agencies in the preparation of that department's standard operating procedures in support of the District 10 EOP. Acts in the capacity of Liaison Officer.
30%	E	The EOC Coordinator will be required to attend various levels of SEMS/NIMS - Emergency Management type training that is given by Caltrans and other agencies through grants from the California Office of Emergency Services (CalOES). Participation in other agencies' Emergency Management exercises are required. The EOC Coordinator will be required to produce After Action Plan reports that are mandated by CalOES on EOC operations. Interprets and applies all federal and state directives that apply to emergency management into District operation.
25%	E	Functional exercises - Develops an effective emergency training program for EOC staff and serves as the key leader in planning the District's quarterly exercises. Acts as a controller during an exercise to ensure staff are working in accordance with requirements outlined in the SEMS/NIMS structure. Works with HQ Office of Emergency Management to plan annual statewide functional exercises that include involvement with other Caltrans' Districts and other agencies. Reviews the overall function of the EOC and makes recommendations to the Deputy District Director of Maintenance. The EOC Coordinator will manage the Everbridge messaging system, maintain the SEMS Five Deep Chart/list, and utilize and maintain the D10 EOC Microsoft Team including file structure, members, and communication for each channel, historic log of training events and situation reports (SitSat) for events/reporting cadence or activations of the district EOC and Emergency Action Plan updates.
5%	M	The EOC Coordinator is responsible for creating accurate Integrated Maintenance Management System (IMMS) expenditure and Maintenance Family Activity reports using various IMMS report databases for Caltrans Management to share with partnering agencies. Data extracted will be used with Microsoft Power Point software for presentation. Some of the areas of reports will include California Assembly Districts located within Caltrans District 10.

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

This position requires knowledge and abilities to adhere to all Caltrans policies and directives. Knowledge of the laws and regulations governing emergency management. Knowledge of emergency and/or disaster planning principles and practices. Skill in managing and coordinating disaster recovery operations. Must be proficient with personal computers and all related software including but not limited to MS Outlook, Word, Excel, Power Point, and other Caltrans Database programs. Must have the ability to analyze information under normal and emergency operating conditions, develop ideas, provide recommendations, direct courses of action, present accurate information, and communicate effectively both orally and in writing with all levels of management and personnel. Incumbent must have the ability to handle multiple tasks efficiently and have a strong ability to organize, track, manage time, and prioritize tasks. Incumbent must be able to maintain a positive, professional attitude when interacting with internal and external partners to establish and maintain effective working relationships.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of errors would include extraordinary work being placed on others to correct mistakes, resulting in a loss of state time and resources. Consequences could also include a loss of credibility or confidence in the ability of the Division/Department to carry out its mission. The consequences of poor judgment, miscommunication, poor data entry, and disseminating false information may result in delays, additional costs, and possible liability to the Department. This information is confidential and must be protected under the requirements of Information Security Policies and Directives.

PUBLIC AND INTERNAL CONTACTS

Incumbent may have daily contact with all levels of management, personnel, and the public and is expected to exercise tact, discretion, and excellent communication and customer service skills. Incumbent must develop and maintain professional working relationships with District 10 Caltrans Divisions, Caltrans HQ Office of Emergency Management, local law enforcement agencies, and CalOES.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The EOC Coordinator is expected to maintain professional and courteous behavior in their daily interaction. Work involves moderate work generally in an office setting. There is frequent need to walk, sit, talk or hear, use hands to finger, handle or feel, and perform other similar actions during the course of the workday. Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Incumbent must have the ability to perform sustained mental activity during report writing and attending meetings. Emotional requirements include the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses. Must be able to deal effectively under pressure, maintain focus and intensity even under adversity. Must be open to change and new information, and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Incumbent must be able to drive throughout the District and throughout the State to work and attend meetings. Incumbent must possess a valid California Driver's License Class C. Incumbent may be required to work long hours, nights, and weekends in a wide range of extreme weather conditions.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting with occasional travel to field locations potentially working outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold, as required. Incumbent is required to set up EOC workstations at all District 10 EOC locations and future D10 EOC locations.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The employee will be required to commute to the headquartered location as needed to meet operational needs. All commute expenses to the headquartered location will be the responsibility of the employee.

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