

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION District 9/ Maintenance	
WORKING TITLE Storm Water/Material Site Coordinator	POSITION NUMBER 909-600-6282-008	REVISION DATE 07/14/2026

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 the Maintenance Region Manager (Caltrans Maintenance Manager II), the Storm Water/Material Site Coordinator is a non-supervising staff position. This position is responsible for all aspects of maintenance storm water compliance and material site compliance. The area of responsibility is Inyo, Mono, Eastern Kern and part of San Bernardino Counties. This position covers all facets of storm water management and compliance, including record keeping, documentation, writing/updating reports, training all maintenance employees in their roles pertaining to storm water compliance. This position must be able to interact and coordinate with other agencies and headquarters maintenance staff. The position also serves as the District Material Site Coordinator and is responsible for coordinating with maintenance staff and other agencies to see that all material sites are kept in compliance with county, state and SMARA regulations. Serve as back up for the following superintendents and/or programs as needed, but not limited to, IMMS/LOS, hazardous materials, mountain region, special services, desert region, equipment manager, avalanche and maintenance managers.

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.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Equity - Equity, Integrity)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Integrity)
- 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)
- 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. (Equity - Integrity)
- Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Equity, Employee Excellence - Collaboration, Integrity, Pride)
- 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. (Safety - Collaboration)
- 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. (Employee Excellence - Collaboration, Integrity, Pride)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity - Integrity)
- Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Equity - Collaboration, Integrity, Pride)

TYPICAL DUTIES:

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

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50%	E	The incumbent will be responsible for overall maintenance compliance with the National Pollutant Discharge Elimination System Permit. The incumbent will travel the district completing facility inspections, advising maintenance management if and where improvements are needed to maintain compliance. Must be available 24 hours a day, 7 days a week. The incumbent will conduct slope inspections on all routes in the district. The incumbent must develop a good working relationship with the district NPDES Coordinator, headquarters storm water managers, and local, state and federal regulatory agencies.
30%	E	As the Material Site Coordinator, the incumbent must conduct monthly inspections on all material sites in the district. The incumbent must have the ability to meet and have a good working relationship with the other agencies (county and state). Also, they will need to monitor and report as to the material mined or exported from each site. The incumbent must record erosion, drainage, and nonnative material and advise maintenance management of any needed corrections.
10%	E	The incumbent must work with headquarters maintenance Storm Water Coordinators in developing and administering mandated and/or specialized training to employees. All training must be kept up to date to comply with the NPDES permit.
10%	M	The incumbent will be responsible for advising maintenance management and supervisors on any changes to SMARA regulations or local, county or state regulations in relationship to mining or maintenance of active pit areas. This position must update as required the amount of material mined and used from each mined area. Incumbent may serve as back up for the following superintendents and/or programs as needed, but not limited to, IMMS/LOS, hazardous materials, mountain region, special services, desert region, equipment manager, avalanche and maintenance managers.

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 serve in a staff position and will have no direct supervisory responsibility. The incumbent will serve as an advisor to District 9 Maintenance Management.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires the ability to correctly interpret environmental laws and regulations and can effectively communicate the same to all District 9 maintenance employees. Computer skills in Microsoft Office are a must. A good working knowledge of the Integrated Maintenance Management System (IMMS) is also a must. The ability to read blueprints and storm water data reports with respect to drainage, structural BMP's, and facility site plans is a must.

It is very important that the incumbent follows written and oral instructions, produces documents that can be used district wide in keeping all areas in compliance with storm water, local, county, state and federal environmental regulations.

This position must keep all material sites in compliance with SMARA, county, state and federal regulations. Must have the ability to meet and have a good working relationship with the other agencies (county and state). Also, will need to monitor and report as to the material mined or exported from each site. The incumbent shall include in monthly inspectors' findings of non-native material, erosion and drainage issues. This information must be shared with maintenance managers and supervisors.

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will consult with the Maintenance Region Manager prior to submitting any documents or storm water plans to assure they do not conflict with present policy or resources. All NPDES plans and reports shall be reviewed by district maintenance management prior to submittal to the environmental branch or the headquarters storm water team.

Poor judgment could be detrimental to the department. Courteous lines of communication with outside agencies, contractors and the public are essential. Consequences for poor decisions or judgments regarding Material Site Coordinator duties, could cause the Department to be out of compliance with material site regulations resulting in substantial fines being paid by the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent has extensive internal contacts with other departments and various agencies that deal with storm water or material site compliance issues. Tact and discretion must be used when communicating and exchanging information so not to discredit the department. Facility Pollution Prevention Plans, BMP's, and Facility Storm Water Inspections must be maintained. Good record keeping must be maintained to ensure compliance with existing environmental laws and regulations. Working with consultants, hired to address various storm water issues and working with the Statewide Maintenance Storm Water Advisory Team is the responsibility of the Maintenance Storm Water Coordinator. The incumbent must develop and maintain good working relationships with departmental personnel, local, county and federal mining regulating agencies.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to wear safety equipment such as earplugs, hard hat, eye protection and may have to sit or stand for long periods of time. Position requires bending, stooping, and kneeling at times. The work can be physically demanding and requires stamina, agility, and strength.

The incumbent must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and remain calm while responding to the same. This position may be required to travel throughout District 9 and extensive driving is normal while reviewing material sites, conducting storm water compliance inspections throughout District 9. Periodically the incumbent may travel to Sacramento or other districts for meetings and training.

Possession of a valid driver’s license is required when operating a State owned or leased vehicle.

WORK ENVIRONMENT

The incumbent will be required to work in a wide range of sometimes-extreme conditions, such as heat, cold, strong winds, rain, sleet, and snow. Incumbent will work in Inyo, Mono, Eastern Kern, and parts of San Bernardino counties. The work is inherently dangerous due to working in close proximity to traffic. There is also the possibility of injury while working around heavy equipment.

All workers may be required to work rotating shifts, nights, days, and holidays due to emergency situations caused by inclement weather, traffic emergencies, accidents, etc.

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