

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Maintenance Manager I	OFFICE/BRANCH/SECTION D56/Maintenance/Office of Emergency Management	
WORKING TITLE Winter Operations Program Manager	POSITION NUMBER 913-710-6280-918	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the Chief, Office of Emergency Management, a Supervising Transportation Engineer, this position is responsible for the development and operation of the All-hazards Winter Preparedness Program. This position represents Caltrans at statewide winter related meetings, is responsible for the policy development, research, and program development of the Winter Preparedness Program. This position will advise and consult with high level headquarters and District managers, assist in developing new programs, directions and purposes, review legislation, coordinate winter Maintenance Program activities with other programs, Districts, State, local agencies, foreign governments and respond to public inquiries and complaints. Must have a valid Class C driver license issued by the Department of Motor Vehicles.

CORE COMPETENCIES:

As a CT Maintenance Manager I, 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. (Cultivate Excellence - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Innovation)
- **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. (Safety First, Enhance and Connect the Multimodal Transportation Network - Innovation)
- **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. (Enhance and Connect the Multimodal Transportation Network - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - 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. (Cultivate Excellence - Engagement)
- **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. (Cultivate Excellence - Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Strengthen Stewardship and Drive Efficiency - Integrity)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

45%	E	Lead the Maintenance, Winter Preparedness Program efforts to develop policies, procedures, training, and contracts. Provide support to the Districts on various aspects of winter preparedness including Road Weather Information System, avalanche control, anti-icing, Level of Service (LOS), Sno-Park maintenance, salt and abrasive usage, chain requirements, flooding, slides and other winter operations and preparedness related efforts. Review snow and ice control operations across the State. Assist in the management of the winter operations by reviewing District Snow and Ice Control Plans, procedures, monitoring R family expenditures, utilization of snow removal equipment, evaluation of alternative de-icer usage, application and effectiveness. Travel to the Districts to collaborate and learn unmet needs to assist with local and overall program development.
20%	E	Participate as a member of several advisory panels and committees: the Transportation Research Board, Clear Roads, Special Committee on Transportation Security and Emergency Management, winter operations steering committee and other panels covering winter operations. Learn new strategies and procedures for winter operations. Keep abreast of new technology, techniques, and determine if it is applicable to the Department. Leverage information learned into winter operations as applicable.
20%	E	Assist the Division of Equipment, Maintenance Equipment Training Academy and Equipment Shop with recommendations for modifications and improvements to current and future equipment fleet related needs to increase safety and LOS of maintenance winter operations. Participation and membership on Winter Technical Advisory Panel for the Division of Research and Innovation.
10%	M	Assist the Office in the development of and publication of various memos, presentations, publications, survey responses, responses to public inquiries, reports, and policy directives. Update portions of Maintenance Manual, appropriate Caltrans Web Site pages, and other publications.
5%	M	Assist the Emergency Operations Branch Chief as needed for emergency response operations. Could be called to the State Operations Center at California Governor's Office of Emergency Services (Cal OES) or the Department Operations Center (DOC) at headquarters acting in the capacity of Logistics, Operations or DOC Director.

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

Will not supervise other employees, but may act as lead for other employees during special assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a sound knowledge of the principles and operations of effective highway maintenance, snow and ice control, and winter storm procedures. Must also be able to communicate effectively orally and in writing, including preparing professional documents and presentations, and use of Microsoft Outlook email. Must be able to make effective presentations to groups. Must be able to interact appropriately with staff and management at all levels in Caltrans as well as members of the public, state and federal agencies as well as foreign governments. Proficiency in the use of a personal computer is required including the use of Microsoft Word, Excel and PowerPoint. Must show an aptitude to learn and train on new technologies.

An extensive background in highway maintenance is required. A background and experience in snow and ice control activities and storm maintenance is also required. The ability to understand the Integrated Maintenance Management System (IMMS) and the Level of Service (LOS) Program is required. The ability to analyze data and extract pertinent information from trade journals, advertising brochures, trade presentations, computer databases, web sites, manuals, and correspondence is also required.

Must have a valid Class C driver license issued by the California Department of Motor Vehicles. A Class A driver's license is desirable. Broad experience in directly supervising maintenance field operations in a complex environment involving emergency response activities is desired.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Has the responsibility for independent action and interaction with District and headquarters staff and management as well as the general public. The Winter Preparedness Program has statewide significance. The consequences of ineffective work products or information sharing could result in adverse public reaction, loss of credibility, misuse of resources, and inefficient operations in the Maintenance Program.

PUBLIC AND INTERNAL CONTACTS

Will be called upon to represent Caltrans in emergency operations, snow, and ice control issues with various levels of Caltrans management in headquarters and Districts as well as other state, Federal and local agencies. Will also have to respond to

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

inquiries on these issues from private companies and public. Must maintain professional working relationships with members of the headquarters, field maintenance staff and management, other Caltrans personnel, various other State and Federal agencies, foreign governments and the vendor community. Will have frequent contact with the public and members of other state agencies. Must be able to reflect a positive image for Caltrans while attempting to provide a high level of service.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to work in a fast-paced environment. Must exercise patience and professionalism while dealing with others. May have to drive long distances.

WORK ENVIRONMENT

Willingness to perform work requiring irregular hours, including night shifts, weekends, and holidays when required. After hours response to emergencies and activation of the Emergency Operations Center. Must be able to travel on a regular basis. Will be conducting field reviews in inclement weather conditions. Overnight work and 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.)

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
------------------------	------