

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Manager I	Drainage and Stormwater Management	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Statewide Culvert Inspection Program Training Coordinator	913-690-6280-918	04/07/2026

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

GENERAL STATEMENT:

Under the direction of the Drainage Program Manager, the incumbent plans, organizes and develops training statewide for the culvert inspection program. The incumbent develops policy, researches best management practices and program implementation related to the Culvert Inspection Management System (CIMS). The incumbent reviews the collection inspection and inventory data using hand-held devices, Global Positioning System (GPS) survey equipment, remote video equipment and desktop software. The incumbent will work closely with District Culvert Inspection Program staff to ensure that staff are trained, condition ratings and identify possible deficiencies. Be able to train District culvert inspectors how to perform and document field evaluations. Review field data provided by inspectors to ensure accuracy and quality. Conduct QA/QC of submitted inspections and upload post-inspection data to the statewide culvert database. Ensure that all inspectors are trained in proper use of video and Global Positioning System (GPS) equipment. Responsible for producing reports/requests resulting from field evaluations. This includes attending meetings at various locations, throughout the state. Assist with the procurement of inspection equipment.

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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, 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. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, 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, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Stewardship)
- Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Pride, Stewardship)
- Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First)
- Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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30%	E	he incumbent provide experienced authoritative, professional assistance in the development, coordination, review and management of the statewide CIMS database. Performs an supervises post processing and quality control of culvert inventory data collected in the field utilizing Arc GIS Pro. The incumbent acts to improve the database and promotes quality data collection through training, service contracts, project reviews, and working with Statewide CIP Coordinator. The incumbent continually communicates related information utilizing culvert inventory data with the Statewide CIP Coordinator and other personnel in Design, Maintenance Engineering, Field Maintenance, service contractors and Asset Management.
30%	E	The incumbent manages priorities for training of district staff in the statewide culvert inspection program. The incumbent prepares training material and leads the statewide culvert inspection training program. The incumbent must be able to identify culvert maintenance strategies and the types of culvert defects that lead to structural failure. Must be able to identify the condition of the culverts on the State Highway System with regard to any failure of the roadbed itself that might damage adjacent property, property downstream, or endanger life. Incumbent will assist districts as needed. The incumbent will need to be able to teach culvert inspectors how to locate and understand As-Built plans and perform detailed site visits that conclude with a write up of current conditions and recommendation of the next steps.
30%	E	Track and compile statewide data results of inspections, reviews and investigations as well as any other audits which are conducted for statewide CIMS database. Assist in the quality control of field data by conducting on-site visits. Ensures that all districts are using Global Positioning System and are collecting culvert inspection data as determined in the Culvert Inspection Manual. Update CIMS Database inspection form and CIP Manual. Assist in the development of standardized forms and checklists for various types of inspections, investigations and reviews to update Culvert Inspection Program (CIP) Manual.
10%	M	Assist in the development and updating of CIP related training materials documents and other information posted on line. Perform research into As-Built and contract plans to determine location, characteristics of existing culverts and any necessary worker protections.

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

This position does not supervise other employees, but guides District and Headquarters personnel to achieve program objectives.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Posses a valid Class C California Driver's License Knowledge of

- Methods, materials and equipment use in the drainage facilities.
- Operation and care of automotive and highway maintenance equipment.

An ability to

- Learn and use GPS units and computer software including Outlook, ArcMap, ArcGIS Survey123, ArcGIS Field Maps, ArcGIS Workforce, Word and Excel.
- Prepare correspondence and written reports, and communicate effectively orally and in writing.
- Organize and prioritize work, including analyzing situations accurately and develop effective course of actions.
- Do independent investigations, reach sound conclusions, and prepare issue reports for making improvements or changes to existing procedures and standards, as necessary. The incumbent must be able to expand on the practical application of written policies, procedures, and standards as needed to address challenges.
- Read and write English at a level required for successful job performance.
- Use a computer and software. Must be able to interpret departmental policy and make clear oral and written presentations.

Analytical requirements must

- Make appropriate decisions for the various culvert related duties.
- Be able to gather, assimilate, and analyze all pertinent data relating to drainage systems.
- Be able to evaluate maintenance operations, evaluate procedures utilizing current and state of the art culvert inspection equipment, and develop new procedures for field crews to implement.
- Be able to analyze situations for correct decisions and/or recommendations on very short notice.
- Be capable of understanding basic engineering solutions in drainage design and determining alternatives that provide the most viable solution while considering maintenance, engineering, political, public opinion, and economic issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for independent action in carrying out assigned duties relating to policy development of maintenance functions. The consequences of not considering all factors could be inconsistent or inappropriate policy setting, inappropriate application of maintenance methods, non-compliance with permits and plans procedural errors being incorporated into Division of Maintenance policy documents and the misapplication of resources. Failure to understand and incorporate appropriate standards, requirements and policies into work product may result in harm to the environment, excess costs to the Department and damage

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to the Caltrans relationship with other agencies. The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Error of judgment could jeopardize meeting project deadlines and loss of program dollars to the District.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be required to effectively work with other personnel in Maintenance in the Districts and HQ. The incumbent may be involved with personnel from outside agencies and local interest groups. The incumbent shall be required to maintain good relations with members of the public and employees from within Caltrans, as well as other agencies. Contacts with other public agencies and private individuals may be daily and the incumbent is expected to maintain a favorable image for the Department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

While at their base of operation, employee may be required to sit for long periods of time using a keyboard and video display terminal. Other physical activities will include standing, walking, bending at the neck and waist, stooping, squatting, climbing, kneeling, and twisting at the neck and waist. Operating a motor vehicle for long periods of time is also part of this function. The ability to lift 50 pounds or move large or cumbersome plans and diagrams from one location to another will be necessary. Other activities may be reaching above or at the shoulder, pushing or pulling, and simple grasping or fine manipulation. Ability to hike over the the bank to remove vegetation for end treatment inspections which also may require rock scaling training to assess.

WORK ENVIRONMENT

Employee is required to travel throughout the State and work outdoors for site and field reviews and Culvert inspections. The work setting is open space and in a climate-controlled office of a six story building in downtown Sacramento. The incumbent will be subjected to long exposure to computers, various lighting conditions, and standing or sitting for prolonged periods. Wear and use all required personal safety equipment. Fieldwork is required including exposure to high-speed traffic. Employee may be exposed to dirt, noise, uneven surfaces, extreme heat or cold and work in close proximity to traffic. Incumbent must follow all policies, procedures, and safe working practices. The incumbent will be expected to be available to work for extended periods out of town. Employee is required to report and work in the office location (Sacramento) twice a week, currently Monday and Tuesday, if not scheduled for field duties. Incumbent may also be permitted to telework per current Maintenance Division telework policy but will be headquartered in Sacramento.

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
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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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