

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION D2 / Maintenance & Ops / Field Maintenance / Region Support	
WORKING TITLE Hazardous Materials Coordinator - Specialist	POSITION NUMBER 902-610-6282	REVISION DATE 09/23/2026

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

GENERAL STATEMENT:

Working under the general direction of the Caltrans Maintenance Manager I - Region Support, the incumbent coordinates the Hazardous Materials (HazMat) program for District 02 in accordance with District, Department, State and federal law, policies, procedures, rules, and guidelines. The incumbent shall possess, or will be expected to obtain within one year, a valid Hazardous Materials Specialist Certificate, as specified by the California Code of Regulation Title 19, Section 2510-2560, issued by the Governor's Office of Emergency Services. The incumbent shall possess, or will be expected to obtain within one year, a Hazardous Materials Instructor Certification at the First Responders Operational and Awareness Levels as specified by Chapter 7 of Division 1, Title 2; California Government Code 8574.19-23, issued by the Governor's Office of Emergency Services. Required to work overtime due to emergencies, special work projects, storms, as determined by the supervisor or Department. The coordinator is responsible to respond to each hazardous spill on a timely basis and analyze the appropriate control measures to take at each incident. The incumbent shall be expected to respond on a 24 hour / 7 days a week availability. Travel throughout the state, for training and meetings, and occasional overnight travel is required. Must be in possession of a valid Class C California Driver's License; a valid Class A driver's license is desirable. Strong oral and written communication skills are required.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity, Employee Excellence - Innovation, Integrity, People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Integrity, People First, 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, Equity, Employee Excellence - Equity, People First, 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, Employee Excellence - Collaboration, People First, Stewardship)
- **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 - Collaboration, Integrity, People First)
- **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, Equity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride)
- **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, Employee Excellence - Collaboration, Integrity, People First)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety, Equity, Employee Excellence - Equity, Integrity, People First)
- **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. (Safety, Equity, Employee Excellence - Equity, People First, Stewardship)

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	In cooperation with Managers, Superintendents, Supervisors and other district functions, is responsible for ensuring that Caltrans generated chemical waste, highway spills and illegal encampment removals are properly managed and in compliance with all pertinent laws, rules and regulations. Serves as the emergency response coordinator for all hazardous spills and is the backup response coordinator for illegal encampments in District 2, with the expectation of responding to each incident expeditiously, analyzing the the appropriate control measures to take at each incident. Works with staff from Traffic Operations, Field Maintenance, emergency response agencies and HazMat contractors, and determines the safest and most cost-effective method for cleanup of each spill. Ensures the responsible party of each spill is identified and billed for all costs associated with the cleanup. Prepares or oversees the preparation of various related documents and reports including manifests, spill reports, diaries, etc. Recognizes and takes positive action to ensure the highest possible departmental image is maintained. The incumbent shall be expected to respond on a 24 hour / 7 days a week availability. Provides responsive and timely service to the Department's customers.
25%	E	Originates and prepares contract requests and coordinates details to administer service contracts for disposal of Caltrans generated waste, highway spills, maintenance station contamination and works with the Encampment Coordinator on the illegal encampment cleanup contract(s). Fully documents each HazMat spill occurrence and tracks all related expenditures. Prepares and/or approves all invoices for HazMat related services rendered. Provides reports as needed. Maintains and updates the District's Hazardous Materials Spill Contingency Plan for response to all chemical spills within our right-of-way facilities. Maintains and updates our Standardized Emergency Management Systems (SEMS) Plan for all emergencies within our right-of-way facilities and in conjunction with mutual aid with other agencies. Works with all other regulatory agencies involved in the hazardous materials issues in District 02.
20%	E	Maintains and updates emergency management/business plans for our maintenance stations and sand houses throughout the district. This includes yearly facility inspections for compliance with hazardous materials regulations, chemical inventories and paying yearly plan fees to the counties. Maintains database of supervisors' weekly HazMat inspections of maintenance stations. Maintains and updates Spill Prevention Control and Countermeasure Plans (SPCCP) for all above ground fuel storage tanks in the district; including yearly tank inspections. Maintains database of daily above ground tank inspections for supervisors.
15%	E	Identifies all personnel in need of HazMat mandated training, determines what level of training is necessary and provides this training to the appropriate personnel. Conducts formal and informal training to District Maintenance personnel, such as the following: Hazardous Materials-First Responder Awareness for chemical spills (FRA), Hazardous Materials-First Responder Operational for chemical spills (FRO), Standardized Emergency Management Systems/National Incident Management System, Caltrans Generated Waste Management, and Hazardous Communications Program - Safety Data Sheets (SDS). Conducts presentations for a diverse audience; creates written reports for the Region Manager. Responds to information requests from headquarters and outside branches and agencies of government. Works cooperatively with other agencies (California Conservation Corps, California Department of Forestry, California Highway Patrol, local law enforcement, Forest and Park Service, etc.) that may, through various types of programs and/or agreements, provide assistance to Caltrans. Makes public appearances and presentations on behalf of the Department. Responds (often in writing) to public and private inquiries.
5%	M	Serves as backup Encampment Coordinator. Serves as a backup IMMS Coordinator. Attends training, seminars and conferences to keep knowledge current with latest Hazardous Materials rules and regulations. Represents Caltrans on various committees and at meetings as Hazardous Materials Coordinator.

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.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This is a non-supervisory, specialist position. Incumbent will provide guidance to employees working on a spill and attending training courses and qualification programs. May act on behalf of the Maintenance Manager I - Region Support.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Working knowledge of the Five Leadership practices is essential. By implementing and using the five leadership practices of Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act and Encourage the Heart, incumbent develops and fosters a positive work environment for all. Working cooperatively with team members and others; treating others fairly, honestly and with respect; and being accountable for your actions are all important to the department, district and each member of the team, as well as those we serve.

Incumbent must have thorough knowledge of materials, methods, tools, and equipment used in highway and landscape maintenance and construction; knowledge and working experience in maintenance field operations, the maintenance of equipment and tools used in highway and landscape maintenance and snow removal, provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles, and the operating characteristics of the the Maintenance and Operations Management System. Must be able to retrieve and analyze information in IMMS; create cost estimates and reports; analyze reports, rules and regulations; and apply to planning, budgeting, cost control, equipment and personnel needs, and work scheduling.

In addition, incumbent must have working knowledge of the Maintenance Manual Volumes I and II, the Safety Manual, the Code of Safe Operating Practices, Wildfire Mitigation, the Guide to Employee Conduct and Discipline, principles of effective supervision and personnel practices, and all other manuals or guides pertaining to highway maintenance work and workers. Incumbent must also have knowledge of the rules, regulations and procedures for the procurement of materials, goods, and services and must be knowledgeable of and have the ability to enforce departmental guidance, law, rule, regulation and policy.

Incumbent must have knowledge of and experience with hazardous material spill procedures, hazardous material and waste management training techniques, and be able to clearly communicate concerns and changes to management staff as needed. Work is specialized and knowledge needed to perform work is extensive. Requires an ability to gather pertinent information and determine a course of action that impacts public safety. Must be able to sift through information provided by county health departments, state agencies, local law enforcement and make appropriate decisions.

The incumbent shall possess, or will be expected to obtain within one year, a valid Hazardous Materials Specialist Certificate, as specified by the California Code of Regulation Title 19, Section 2510-2560, issued by the Governor's Office of Emergency Services. The incumbent shall possess, or will be expected to obtain within one year, a Hazardous Materials Instructor Certification at the First Responders Operational and Awareness Levels as specified by Chapter 7 of Division 1, Title 2; California Government Code 8574.19-23, issued by the Governor's Office of Emergency Services.

Must be thoroughly competent in the use of the English language, mathematics, public speaking, and written communication. Must understand and use computers in the conduct of official business. Incumbent must have working competency in word processing, spreadsheets, databases, email systems, and computer operating systems. A focus on continuous improvement and training is also desirable.

Must possess a valid Class C driver's license; a valid Class A driver's license is desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may endanger crews, co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Failure to make timely and proper decisions could endanger human lives and property, and result in lawsuits. Failure to properly manage Caltrans generated hazardous waste disposal may result in significant contract costs and both criminal and civil penalties to Caltrans and/or individual employees.

PUBLIC AND INTERNAL CONTACTS

Incumbent has daily contact with managers, superintendents, supervisors, and crew, frequently regarding sensitive issues, and is required to project a professional image, and develop and maintain effective working relationships at all levels. Incumbent will have frequent contact with various internal and external customers by phone, letter, and in person. The incumbent represents the Department during meetings and presentations, works closely with management and staff of other Divisions in the normal course of required duties, and regularly has contact with representatives of other state agencies and local government agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Some of this position may occasionally be labor intensive. Incumbent must have the physical ability to react quickly to errant

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

motorists and do strenuous hand and mechanical labor. Must be able to work long hours under sometime severe conditions. The incumbent must have the ability to perform field inspections, which require driving, walking up slopes and on uneven or unpaved ground, bending, and stooping. The incumbent will be required to visit facilities in district and statewide. Duration of travel may be up to several days at a time.

Employee may be required to sit for long periods of time using a keyboard, mouse, phone, and video display monitors. Must have manual dexterity to operate a computer and keyboard for preparation of reports and forms.

Incumbent must be able to engage professionally with all staff, handle sensitive or emotionally charged situations, take direction, solicit and/or accept help if needed or offered, and understand and follow Caltrans policies and guidelines. Incumbent must be able to work alone or with others; must be capable of using sound judgment in solving problems.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of imminent danger at the work site. Corrected hearing is acceptable. Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be adequate for safety when working after dark.

WORK ENVIRONMENT

While at their base operation, employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent will be required to sit at a desk in an office and/or cubicle or open space environment. When traveling or in the field, incumbent is required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and snow.

During the winter months the workweek is normally 5/8-hour days. During the summer months, the workweeks may be changed to 4/10-hour days. The scheduling of the 5/8 days or the 4/10 days is at the discretion of District Management.

The incumbent shall be expected to respond to HazMat incidents on a 24 hour / 7 days a week availability. Required to work overtime, nights, and weekends due to storms, emergencies, or special work projects, as determined by the supervisor or Department. Overnight travel is occasionally required.

Personal safety requirements when in the field include:

- A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
- B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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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