

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Maintenance Supervisor	OFFICE/BRANCH/SECTION MAINTENANCE/HAZMAT/STORMWATER	
WORKING TITLE ASSISTANT STORM WATER COORDINATOR	POSITION NUMBER 907-601-6301-918	REVISION DATE 10/14/2026

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

GENERAL STATEMENT:

Under the direction of the Maintenance Manager I, Maintenance Support, the Caltrans Maintenance supervisor assists the District Stormwater Coordinator on stormwater related matters and assists, plans, and schedules work in support of the National Pollutant Discharge Elimination System (NPDES) permit(s), that have been issued to District 7, by the California Regional Water Quality Control Boards (RWQCB). The National Pollutant Discharge Elimination System permit includes a Storm Water Management Plan (SWMP), which describes a framework for managing discharges of storm water from Caltrans owned rights of way and facilities within the jurisdiction of the regional boards. The incumbent may be required to work overtime including nights, weekends, extended shifts and respond to after hours emergency calls. Valid Class A driver's license is desirable with Tank endorsement.

CORE COMPETENCIES:

As a CT Maintenance Supervisor, 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. (Climate Action - Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Integrity)
- 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 - 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. (Employee Excellence - Innovation)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety - Innovation)
- 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 - Collaboration, Integrity)
- 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 - Collaboration)
- 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)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Innovation)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Identifies road segments prone to erosion and discharge of sediment. Develops and recommends strategies to managers to stabilize slopes. Performs and documents annual slope inspections and enters findings into IMMS prior to end of fiscal year. Responsible for compiling list of identified erosion concerns, and development of Annual Element Program. Inspects temporary, permanent material storage and disposal waste sites. Conducts annual TBMP inspections, documents findings in IMMS and notifies staff of concerns.

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35%	E	Reviews and modifies Best Management Practices for all facilities and maintenance activities in conjunction with the Independent Quality Assurance Program (IQA). Collect, review, and modify Facility Pollution Prevention Plans for all District 7 facilities. Train employees on storm water pollution related matters.
10%	E	Conducts field inspections and provide documentation in support of local and state permits. Responsible for the implementation, inspection, and cleaning of the drain inlet program in the district including stenciling of drop inlets and other associated structures. Procures stormwater related materials, supplies and equipment in compliance with DPAC policies, rules, and regulations.
10%	E	Manages various databases, identifies drainage systems while working in conjunction with HQ Storm Water, contractors, consultant, design, and construction groups. Creates punch lists & spreadsheets to record field investigation findings to share with functional units. Performs manual labor as needed. Reviews plans and reports to ensure commitments for Maintenance are in the Department's best interest. Meets and coordinates with the District Storm Water Advisory Team on required annual report compliance issues and investigates reports of illicit connections and illegal discharges including non-storm water discharges by others onto Caltrans property. Coordinates with local agencies and the California Regional Water Quality Control Boards.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

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

Good communication skills, both oral and written, to be able to speak to groups, conduct effective meetings, work with teams and to be able to follow written and oral instructions. This incumbent is required to produce documents and reports. Knowledge of the Caltrans Stormwater Quality handbook, Vegetation Control Program, temporary soil stabilization and sediment control measures. The ability to read blueprints, develop facility plans, to map sewers and storm drains on Caltrans right of ways. The ability to work without direct supervision and be flexible to change and redirection. Knowledge of the National Pollutant Discharge Elimination System permit(s). The ability to utilize computer skills in Microsoft Office.

The ability to reason logically, analyze complex problems and develop sound recommendations. The incumbent is a consultant and expert on Facility Pollution Prevention Plans and is required to develop modifications to maintain compliance. The incumbent is responsible to maintain a constant review of storm water needs within maintenance facilities and operations, analyze all elements and conditions to assure consistency and optimum operational efficiency and safety concerning erosion and drain control. The incumbent makes recommendations for changes required in policy or actions to meet the provisions of the National Pollutant Discharge Elimination System permit.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This individual is consulted with and makes decisions on complex technical problems. The incumbent must have knowledge of the Departments Injury and Illness Prevention Program including Chapter 8 and Codes of Safe Practices. All documents on storm water plans, including storm water plans, are reviewed by the Caltrans Maintenance Region Manager I prior to submittal to ensure there is no conflict with present policy or resources. Poor judgment could be detrimental to the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent has extensive internal contacts with other divisions, departments, various agencies, and environmental groups that deal with storm water pollution plans. Tact and discretion to be used when communicating and exchanging information so not to cause discredit to the Department. This individual acts as liaison for Maintenance and will be working with consultants hired to address various storm water issues and working with the statewide Maintenance Storm Water Advisory Team.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The majority of this position is of an analytical nature. Physical skills needed include standing, sitting and walking, along with several other activities (see note). This incumbent may be stay in the stationary position for long periods of time using a keyboard and video display terminal. The ability to perform sustained mental activity as during report writing. This incumbent may travel throughout the district as well as travel throughout the State to attend meetings. The ability to analyze existing storm water standards and develop new standards as needed. Analyze data and properly prepare reports for use by upper management. This position is mentally intensive. The incumbent interacts with employees and individuals from many different cultural backgrounds. The ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations,

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recognize emotionally charged issues or problems and acknowledge the various responses.
Note: For standing, walking, and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities.

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

Lifting (Floor to bench to Floor) - Items listed may be any of the following but not limited to boxed files, copier paper, computers, chairs, or office equipment to 100lbs. 5% of the time.

Transport/Carry - Bagged/boxed material, which may weigh 50 to 100 lbs., must be transported or carried from storage areas to vehicles and from vehicles to the classrooms. 5% of the time.

Overhead reaching - Filing and storing material. 5% of the time.

Simple Grasping - Operating office and training materials. 20% of the time

Fine Manipulation - This occurs while writing reports or manipulating computer equipment. 25% of the time

WORK ENVIRONMENT

The work environment consists of both indoor and outdoor settings. The office is climate controlled under artificial lighting. Field work includes possible exposure to dirt, noise, uneven surfaces, and/or extreme heat or cold. In emergency situations, the employee may be required to work in a wide range of sometimes extreme conditions, including heat and cold, strong winds, rain, sleet and snow. While the normal workweek is 5/8 – hour/days, the employee may be scheduled to work nights ore requested to work schedules and / or overtime due to storms, callback and special work project.

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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