STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Area Supt	Maintenance Support/ Maintenance/Caltrans	
WORKING TITLE	POSITION NUMBER	REVISION DATE
District EOC/Hazmat Coordinator	903-600-6282-XXX	

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

GENERAL STATEMENT:

Under the general supervision of a Caltrans Maintenance Manager II, the incumbent serves as the District Homeland Security Coordinator and Maintenance Hazardous Materials Coordinator. As the District Homeland Security Coordinator, the incumbent is expected to maintain the Caltrans' Emergency Management program at a readiness level to respond to any massive disaster emergency such as earthquake, flood, natural or man-made disaster, etc. The incumbent is required to maintain three District 3 Emergency Operations Center (EOC) rooms and keep resources up to date for use in situations such as an emergency, internal training exercises and external agency's exercises, related to Emergency Management. Incumbent is expected to plan, organize and coordinate monthly EOC training exercises as well as disseminate training requirements for EOC designated staff. The incumbent is required to complete Standardized Emergency Management System/National Incident Management System (SEMS/NIMS) training through FEMA and will be a member of District 3 Emergency Management Committee.

As the District Hazmat Coordinator, the incumbent shall comply with all guidelines specified in the Maintenance Manual, Volume 1, Chapter D-5. The incumbent should 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 should 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. Incumbent is required to hold a valid Class C Driver's License. The duties include but are not limited to:

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.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Innovation, 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 - Integrity, 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 - Innovation, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety - Collaboration, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety - People First, Stewardship)
- **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, 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 - Innovation, Stewardship)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety - Pride, Stewardship)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
25%	E	EOC readiness- Incumbent is required to keep all resources in 3 EOC locations within District 3 up-to-date which includes but not limited to: Telephone lines, Computers, Emergency Operations Plan (EOP), Response Plans, Contact information, Fan Out Charts, Seating Charts and Maintains the Microsoft Teams EOC channel. Incumbent is expected to keep current on new and emerging Emergency Management technology to be able to develop and implement updated policies and procedures for District 3. Incumbent is responsible for coordinating all the components of the emergency management system within the District. Assists local government departments/agencies in the preparation of that department's Standard Operating Procedures in support of District 3 Emergency Operations Plan.
25%	E	The incumbent is the emergency response coordinator for all Hazmat spill incidents in District 3 Sunrise Region and as needed for spills in the Sutter Sierra Region. 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. The incumbent must dialogue with appropriate personnel from Traffic Operations, Field Maintenance, various emergency response agencies and Hazmat contractors to determine the safest, timeliest and cost effective method to cleanup each hazardous spill. The coordinator is to ensure the responsible party of each Hazmat spill is identified. The incumbent shall promptly take the appropriate steps to bill responsible party for the all the associated costs of the Hazmat spill clean-up. The incumbent is responsible to fully document each Hazmat spill event, track all related expenditures and prepare all received invoices for prompt and timely payment. The incumbent shall interpret the existing Headquarters' Hazmat Spill Contract and ensure the district is following all the requirements of the contract. The incumbent is responsible to monitor and track when this contract will expire and what responsive measures are necessary to be taken during the time period when no contract is available.
20%	E	The incumbent shall be responsible for all the Hazmat mandated training that includes, but not limited to, First Responders Operational and Awareness training in the district to all the appropriate Field Maintenance personnel. This training shall include initial Hazmat training for new employees and refresher training for existing employees on an annual basis. The incumbent shall identify all the personnel in need of this training, determine what level of training is necessary for each identified personnel and shall execute this training on a scheduled and timely basis. The incumbent shall establish a list of all personnel identified for Hazmat training and distribute this list to appropriate management. The coordinator shall maintain a current Hazmat training program and shall update the agenda on an annual basis to keep current with associated issues.
10%	E	Functional exercises- Develops an effective emergency training program for EOC staff and serves as the key leader in planning the District's monthly exercises. Acts as a controller during an exercise to ensure staff is working in accordance to requirements outlined in the SEMS/NIMS structure. Works with HQ Office of Emergency Management to plan annual statewide functional exercise that include involvement with other Caltrans' Districts and with other agencies (Golden Guardian type). Reviews and makes recommendations to the EOC Director to the overall function of the EOC.
10%	E	The employee will be required to attend various levels of SEMS/NIMS- Emergency Management type training that is given by Caltrans and other agencies through grants from CalOES. Participation with other agency's Emergency Management exercise is required. Employee will be required to produce After Action Plan reports that are mandated by CalOES on EOC operation. Interprets and applies all federal and state directives that apply to emergency management into District operation.
5%	E	Homeland Security- Serves as District 3 Maintenance Homeland Security Officer. This includes meeting with Federal Department of Homeland Security Officials to discuss strategies, vulnerability, and make assessments to District 3 Transportation infrastructure.
5%	M	The incumbent shall work closely with various county Hazmat response teams, the State Department of Health Services, the State Office of Emergency Services and State California Highway Patrol and other agencies as necessary to better coordinate Hazmat spill and generated waste incidents. The incumbent shall occasionally attend Hazmat related meetings with such agencies when they directly relate to other responsibilities of the duty statement. Other duties as directed by management.

[1]ESSENTIAL 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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This is not a supervisory position. Acts as a controller during an exercise to ensure staff is working in accordance to requirements outlined in the SEMS/NIMS structure. Incumbent will work closely with the other District 3 Hazmat Coordinator to ensure the District maintains adequate coverage in both regions at all times.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires knowledge and abilities to adhere to all Caltrans policies and directives. Knowledge of the laws and regulations governing emergency management. Knowledge of emergency and/or disaster planning principles and practices. Skill in managing and coordinating disaster recovery operations. Ability to analyze information under emergency operating conditions and directing the course of action to be taken. The position will also require the incumbent to possess or obtain knowledge of hazardous material laws, rules and regulations especially pertaining to facilities and spills. Knowledge of laws, rules and regulations pertaining to bulk fuel storage; maintenance procedures performed by field maintenance forces; documentation utilized by Caltrans Maintenance to purchase and expend materials, and produce reports. Must have a thorough knowledge of the Maintenance Manual Volumes I and II, Safety Manual, Code of Safe Practices, and all other manuals or guides pertaining to highway maintenance work and workers to properly advise Caltrans' Maintenance department, prepare training material, compile reports and maintain accurate records. Ability to lead and direct the work of other members of the assigned unit and to work safely around high-density traffic and in inclement weather.

Must have the ability, both written and orally, to communicate effectively and make oral presentations to management and staff. Must have the ability to reason logically, be innovative, take initiative and be familiar with the completed staff work process. Incumbent must have proficiency with personal computers, including competency in MS Word and Excel. Proficiency in creating and maintaining spreadsheets and databases using current Maintenance Program standardized software. Incumbent must possess the ability to analyze data, develop ideas, and provide recommendations and present information correctly and effectively, both orally and in writing. Must have the ability to handle multiple tasks efficiently and have a strong ability to organize, track, manage time and prioritize tasks. Must have the ability to analyze and apply current rules and regulations when conducting business. Incumbent must possess the ability to use good judgment in situations to determine appropriate action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for their own actions, decisions, quality of work and proper use of State time, equipment and materials. Improper use of State time, equipment and material, inability to perform the essential duties stated above, failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

The incumbent is involved in daily email, telephone and in-person contact with public, other agencies (local, State, and Federal) and Caltrans employees. Incumbent is required to project a professional and courteous business-like manner, and develop and maintain effective working relationships internally and externally.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sustained mental activity is needed for report writing and review, auditing, problem solving, analysis and reasoning. Ability to develop and maintain cooperative working relationships, responds appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledges the various responses.

WORK ENVIRONMENT

Incumbent when performing office duties will work in a climate controlled office setting under artificial lighting; however due to periodic problems with the heating and air conditioning systems, the building temperature may fluctuate. Incumbent will be exposed to computers, various lighting conditions, and will stand or sit for prolonged periods of time; must be able to work at a keyboard and focus on complex tasks.

Duties may require outdoor work during inclement weather. Incumbent shall wear required personal protective equipment in accordance to rules and regulations set forth by Caltrans Safety Manual and Caltrans Maintenance Manual Volume I.
The incumbents normal working hours will be set between 7:00 am and 5:00 pm. Incumbent must be able to work independently or in a group environment. May be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

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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

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