STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Maintenance Area Supt	08-603 MAINTENANCE SUPPORT (EFIS # 2340)	
WORKING TITLE	POSITION NUMBER	REVISION DATE
MAINTENANCE TELECOMMUNICATION COORDINATOR	908-603-6282-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 direction of a Caltrans Maintenance Manager I, the Caltrans Maintenance Superintendent serves as the District Maintenance Telecommunications Coordinator and District Maintenance Cellular Coordinator. Must possess a valid, unrestricted Class "C" Driver's License. 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.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Manages the District radio and microwave communications inventory. Maintains field inventory of all communications equipment assigned to District 08; analyzes the District communications needs annually and recommends appropriate purchases and upgrades to equipment. Prepares or reviews requests and justifications for all mobile radio installations and removals, and prepares work orders for same. Administers vendor contract for installation and removal of communications equipment. Reviews and issues General Services work orders for communications projects, including radio removal and installations, relocation of base stations for Resident Engineers, and installation of equipment at all mountain-top sites. Coordinates the Communication Preventive Maintenance Program. Serves as District 08 Liaison for Headquarters Telecommunications and others on all issues related to the District Telecommunications Program.
40%	E	Manages the cellular phone program for Maintenance. Prepares justifications for and purchases all cellular phones for District Division of Maintenance. Serves as liaison between District users and service provider on all cell phone issues. Ensures all users receive ordered phones, investigates and resolves complaints and service problems for users. Processes invoices for all phones within the areas of responsibility, investigates and resolves billing problems, ensures prompt payment. Produces monthly inventories and various other reports required by the Chief, Agency Telecommunications Representative (ATR) & Information Technology Asset Management (ITAM).
10%	E	Assigned to a position on the District 8 Emergency Operations Center staff. Will be expected to respond and fill the assigned position for drills, training and during actual emergencies. Maintain a high knowledge level in Emergency Operations, Incident Command System - ICS, Standardized Emergency Management System - SEMS and National Incident Management System - NIMS by attending training.
10%	E	Facility manager. Will manage the bulk fuel ordering at the facility. Will manage and have oversight of all repairs and services at the facility. May assist the Fleet Optimization Manager as needed.

[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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

No supervision.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of radio, microwave, and cellular phone communications systems; basic knowledge of highway system and traffic patterns; knowledge of computer systems relative to operation of communication facilities. Must have a basic knowledge of

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the methods, equipment and materials used in the construction and maintenance of highways, structures and landscape areas; the characteristics, operation, maintenance and management of equipment and materials used; and the rules, regulations and procedures pertaining to highway, landscape and structure construction and maintenance. Must have the ability to establish and maintain good working relationships. Must be able to analyze various work situations accurately and adopt an effective course of action. Must have the ability to detect and correct unsafe conditions and practices; prepare clear and comprehensive reports; conduct effective meetings; and be able to follow oral and written instructions without close supervision. Must know and be able to use a personal computer and basic applications such as Word and Excel.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Serves as District specialist for telecommunications and appropriate decisions are critical. Poor judgment in recommending methods of operation or equipment used could result in significant loss of revenue and loss of operational effectiveness for the district. Similar responsibility exists with the cellular phone program. Decisions must be thoroughly considered, as they will affect the safety of the Maintenance workforce. Poor decisions or actions could have broad implications involving employee morale, their safety and that of the traveling public. Poor decisions or errors in judgment could also lead to loss of public confidence, monetary loss and embarrassment for the Department.

PUBLIC AND INTERNAL CONTACTS

Frequent contact with all levels of District staff, as well as Headquarters, vendors, and the general public. Must be able to respond to inquiries, provide accurate and factual information, and serve as liaison between various groups.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit or stand for long periods, walk on uneven ground and perform fine manipulation. Must be articulate and be willing and able to conduct meetings with a large group of people. Must show tact when dealing with sensitive subjects/ emotionally charged issues, and deal effectively with pressure and maintain focus. Will be expected to respond to emergencies in the District at any time of the day or night and in any weather condition.

WORK ENVIRONMENT

Works in an office with climate control and artificial lighting while using a personal computer with video monitor, keyboard and mouse. Will also travel extensively throughout the District while engaged in assigned duties. Weather conditions vary widely from hot and mostly dry summers to cold and wet winters. In the summer temperatures consistently exceed 100 degrees and there are occasional heavy thunderstorms. In the winter temperatures will fall well below freezing and rain and snow is to be expected. Must be willing and able to work in inclement weather and at extreme temperatures and walking on uneven ground while working outdoors or performing inspections.

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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