

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Maintenance Manager I	OFFICE/BRANCH/SECTION HQ/Division of Maintenance/Office of Specialized Services	
WORKING TITLE Statewide Litter Abatement & Graffiti Coordinator	POSITION NUMBER 913-690-6280-918	REVISION DATE 07/01/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the supervision of the Office Chief, a Supervising Transportation Engineer, the Statewide Litter Abatement Coordinator is responsible for policy and program development, research and implementation of the Department's Litter Abatement Plans, Litter Abatement Action Plan, Graffiti removal and prevention, Carcass removal and other litter-associated programs in the Office. The incumbent acts as the point of contact and representative for the Department for internal and external committees and task forces involving litter abatement and related topics; primary contact for inquiries related to Graffiti prevention and removal and serves as a contract manager for various litter-related contracts. This position requires strong written and oral communication skills.

**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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence - Engagement, Equity, Integrity, Pride)
- **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 First, Cultivate Excellence - Engagement, Equity, Innovation, Integrity)
- **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 First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, 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 First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **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 First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **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 First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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25%	E	Primary contact and coordinator for Clean CA litter abatement. Acts as the Department's representative and liaison at inter-agency meetings, committees and public hearings or meetings, which have the potential to impact the litter abatement effort. Provides experienced, authoritative, professional assistance to the Division of Maintenance in the continuing development, coordination, review, implement and management of the Plan. Coordinates, develops, reviews, and recommends best management principles, policies, procedures and standards for applicability of Plan and Action Plan, including necessary revisions and amendments. Provides guidance and policy to ensure effective oversight and safety for local and inter-agency partners managing Back-to-work/ Re-entry or similar programs, that assist with maintenance activities on the State Highway System. Initiate, coordinate, track, monitor, and compile statewide results of all litter-related activities attempted and completed by Caltrans, as well as external related items; monitor and coordinate partnerships and cooperative work plans, and activities with other agencies and organizations that relate to litter abatement. Works with the California Coastal Commission, California Highway Patrol, Cal Recycle, and other external partners to organize 2 annual events – Caltrans Litter Day (also known as the Great American Clean-Up) in April and Coastal Clean-Up in September.
20%	E	Monitors, tracks and reports litter abatement activities and provides technical assistance to District staff on responding to Caltrans service requests for litter abatement activities. Support the Districts in coordinating and monitoring litter abatement maintenance activities as required for compliance with the Caltrans NPDES permit and CalRecycle reporting requirements. Respond to inquiries from State Government Officers, Caltrans Executive Staff, District personnel, other agencies, and the public regarding Litter Abatement.
20%	E	Primary contact for inquiries related to Graffiti prevention and removal. Reviews and approves new products for graffiti prevention and removal; Reviews and provides input to the list of approved products for graffiti removal and prevention. Responsible for the statewide implementation of consistent policy, procedures, best practices related to Graffiti.
15%	E	Prepare written correspondence, reports, legislative reviews, action requests, compiles statistical data and prepares other written material as needed in support of the Department's efforts and goals. Reviews and maintains sections of the Maintenance Manuals pertaining to Litter Abatement. Liaisons with IMMS staff to review and maintain Activity Codes related to Litter Abatement.
10%	E	Manage contracts associated with litter removal efforts to include, but not limited to, inter-agency and cooperative agreements with other State and local agencies, including rehabilitation programs. Coordinates, and oversees contracts and edits contract templates for typical litter-related contracts and manages any master contracts related to the Litter Abatement Plan.
5%	M	Assists in continuing development of Level of Service (LOS) evaluation process for litter and participates in quality assurance for LOS for Litter Abatement.
5%	M	Acts as Office Chief, and assists, as needed, on other special projects that promote the Statewide Litter Abatement Program.

<sup>1</sup>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**

None, but guides District and Headquarters personnel to achieve program objectives. May also be required to serve as lead person over other staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have a working knowledge of maintenance functions, including safe operating practices, Landscaping and Maintenance practices, buildings and associated improvements, roadside management, contract management, and the principals of program management and procedures of the Department. Must be familiar with field maintenance activities and the IMMS system to track and monitor field maintenance activities.

Must have the ability to acquire expertise regarding procedures and policies of the Department of Transportation and must be capable of developing a working knowledge of software programs including Microsoft Office Suite. The incumbent is expected to work effectively with others. Must have the ability to do independent investigations, reach sound conclusions and prepare issue papers and reports for making improvements or changes to existing procedures and standards, when necessary. The incumbent must be able to expand on the practical application of written policies, procedures, and standards.

Must be able to judge work quality and performance, interpret Departmental policy, make clear oral and written presentations,

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and demonstrate leadership abilities. Must be able to work independently and as a member of a team, as the work requires. Must be able to understand changing priorities and remain flexible, work as a member of a team and be flexible in a changing environment.

Ability to plan and organize multiple concurrent activities; advise management on a wide range of matters concerning policy development of maintenance functions, integrated vegetation management, highway planting and roadside management. The incumbent must have the ability to analyze complex problems, evaluate technical data and recommend effective courses of action. Must be able to make objective recommendations for maintenance related issues.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Acts as the Department's coordinator for litter abatement and manages various contracts with outside partners. Is responsible for independent action in carrying out assigned duties relating to policy development of related functions. The consequences of not considering all factors could be inconsistent or inappropriate policy setting, inappropriate use of resources, procedural errors being incorporated into manuals and contracts, and the misapplication or loss of resources. This position is expected to work closely with Senior Division Managers, improper performance of duties and/or failure to adhere to established policies, procedures, and guidelines could lead to adverse action and possible termination.

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### PUBLIC AND INTERNAL CONTACTS

Maintains continuing relationships with various district staff and management, engineering and field staff, various headquarters programs' staff, consultants and with the public for information gathering and dissemination. Meets and confers with many different operational and management levels within the department, the district, outside agencies and local interest groups.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Will be required to sit for long periods of time using a keyboard and video display terminal. Will be required to perform multiple tasks simultaneously. Incumbent must be able to multi-task, adapt to changes in priorities and work on tasks with short notice. Must be able to concentrate in order to review and create technical documents and maintain cooperative relationships with others. Will be required to meet deadlines and deliverables, sometimes with tight time-frames and/or involving controversial issues. Working irregular hours may be required in order to meet project deadlines. This position is exempted from coverage under the Fair Labor Standards Act. The regular rate of pay is full compensation for all hours worked to perform assigned duties

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### WORK ENVIRONMENT

The position works on the third floor of a six story building in downtown Sacramento. The work setting is primarily open space with modular furnishing in a climate-controlled office. Employee may be required to work in close proximity to traffic as part of site or activity reviews. Employee may be involved in meetings and discussions with other agencies and/or parties, which may be less than amicable.

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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.)

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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