

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Equipment Materiel Manager I	OFFICE/BRANCH/SECTION Division of Equipment/Materiel Services/Equipment Receiving	
WORKING TITLE Equipment Materiel Manager I	POSITION NUMBER 932-001-1540-925	REVISION DATE 01/02/2024

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:

In the Division of Equipment and under the direction of an Equipment Materiel Coordinator (EMC), the Equipment Materiel Manager I (EMMI) is a working supervisor responsible for training, directing, and supervising staff in the day-to-day tasks associated with managing the intake of purchased mobile equipment, components, and other fleet related assets. The incumbent may also perform other various tasks as required in support of the Division. The incumbent must possess a Class C drivers license.

CORE COMPETENCIES:

As an Equipment Materiel 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Innovation)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Enhance and Connect the Multimodal Transportation Network - Pride)
- **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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Enhance and Connect the Multimodal Transportation Network - Pride)
- **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. (Cultivate Excellence - Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

35%	E	Supervises staff responsible for: receiving; storing; inventory management; dispersing of equipment; managing purchase order files; registration of vehicles with the Department of Motor Vehicles; inspecting mobile equipment; acceptance of mobile equipment; processing invoices for payment; monitoring vendor performance; resolving vendor performance problems and disputes; tracking delivery schedules; AssetWORKS (AW) data entry; transporting equipment, purchase order (PO) administration, long and short term records management, coordination and communicating with internal and external contacts. Plans, directs, and organizes workload as needed. Reviews staff work assignments to ensure accurate and timely completion and compliance with laws, rules, regulations and policies.
		Assesses staff training needs and ensures staff are properly trained. Monitors and evaluates employee work product, behavior and performance. Coaches staff and provides timely feedback and recognition to staff regarding job performance. Promptly identifies, addresses, and resolves employee behavior and/or performance issues. Reviews and makes decisions on employee leave requests, time-sheets, salary adjustments, and other related documents. Recruits, interviews, and hires staff as needed.
25%	E	Processes registration of mobile equipment with the Department of Motor Vehicles (DMV). Applies to DMV for Clean Air Vehicle (CAV) decals for access to High Occupancy Vehicle (HOV) lanes. Interprets the DMV Vehicle Industry Registration Procedures Manual to determine the correct documentation, process, and policies relevant to registration of Caltrans' mobile equipment fleet. Maintains complete and accurate records of all mobile equipment registration and ownership documentation. Ensures security of all equipment titles. Processes requests for duplicate license plates, registration documents, and registration document correction.
20%	E	Plans organizes and directs delivery of equipment, components, and other fleet related assets statewide. Oversees all deliveries from mobile equipment and components from Equipment Receiving statewide. Coordinates the shipping of fabricated equipment, components, and other materials from Division of Equipment Headquarters to various field locations statewide using state transportation. Occasionally coordinates vendor and commercial carrier deliveries when necessary. Ensures that all shipping documentation is correct and that all required accessories are included and properly packed. Maintains and prepares shipping records and reports.
15%	E	Acts as a contract manager for issues and concerns relating to delivery on Purchase Orders managed by Equipment Receiving. Oversees all pending purchase orders assigned to staff and monitors for on-time delivery. Assists in resolving problems with vendors failing to meet specifications and contracted delivery dates. Drafts and prepares correspondence to vendors, customers, and stakeholders regarding equipment receiving issues. Corresponds with vendors regarding notification of due date and late delivery letters to vendors. Reviews and prepares documents for the processing of vendor late fees.
5%	M	In the absence of, or as directed, will serve as backup for the Equipment Materiel Coordinator in Equipment Receiving.

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

The Equipment Materiel Manager I oversees the daily operations of the Shipping and Receiving Unit. Supervises staff performing duties related to the shipping, receiving, and transportation of equipment and components. Occasionally, may act on behalf of the Equipment Materiel Coordinator during their absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Thorough knowledge of tools, parts, accessories, supplies, methods of construction, processing titling documents, and repair of automotive and construction equipment, and purchasing procedures and limitations.

Knowledge of drawings, sketches, parts catalogs, and manuals. Technical and/or working knowledge of electronic data processing system, FleetAnywhere (FA), and other systems and programs

Knowledge of laws and regulations governing the transport of equipment in various states.

Ability to communicate verbally and in writing. Knowledge of safety requirements and practices of the job. Ability to work independently.

This position has been designated as safety sensitive in accordance with Department of Personnel Administration Rules 599.960

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PM-0924 (REV 01/2022)

and 599.961. Use of alcohol and/or drugs that impede the employees ability to perform his or her duties safely and effectively could clearly endanger the health and safety of others, resulting in injury and or death. This position is subject to reasonable suspicion testing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to properly maintain inventory of equipment would hinder the Division's fabrication and repair programs.

Failure to properly maintain security of sensitive items could result in loss of state property.

Failure to comply with DMV laws and regulations could result transporting delays and fines.

Failure to audit and manage the Division's assets and related management programs would increase cost in equipment downtime, waste resources, and increase the possibility of culpable negligence resulting in the loss of State assets and ensuing publicity.

PUBLIC AND INTERNAL CONTACTS

The incumbent's primary contacts are the private vendors and manufacturer's representatives; State Department of Motor Vehicles; Department of General Services Procurement; Materiel management Branch; Caltrans Lab; Division of Accounting; Division Headquarters Shop; Specifications and Design Section; Purchasing Section; Quality Assurance Section; and Inventory Control Section.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for prolonged periods. Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations.

WORK ENVIRONMENT

The worker can expect to be outside some part of most days in all kinds of weather. The work is not physically demanding. the worker is subject to loud noise, dust, and paint fumes. In addition, working under the freeway is hazardous because of the danger of falling objects. there is also the possibility of injury by working with and around heavy equipment. The worker may be required to work additional hours because of special circumstances and during times of peak workloads.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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.)

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