

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION D06/Division of Maintenance	
WORKING TITLE HAZMAT COORDINATOR / CMAS (S)	POSITION NUMBER 906-600-6282-XXX	REVISION DATE 08/23/2024

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 a Caltrans Maintenance Manager I the incumbent will assist the district in the review of hazardous material spills, generated hazardous waste, hazardous materials business plans, and the above ground fuel tanks. Knowledge of hazardous materials and generated waste management, including: record keeping, documentation, writing reports, responding to emergencies involving hazardous materials, attending statewide and regional Hazmat meetings, and interacting with outside agencies. Oversees the District 6 Hazardous Materials Business Plans (HMBP) Program for regulatory compliance. The incumbent represents the Maintenance Program in dealings with the Air Quality Management District, various environmental departments, health departments, fire departments, government agencies acting as Certified Unified Program Agencies, and other agencies in matters relating to above ground (AGST) fuel storage tanks and HMBP. In addition, this position assists the district Emergency Operations Center and assists the district in developing new policies to assure compliance to the Hazardous Material Program policies and procedures. Incumbent must possess a valid class C California Drivers License. The incumbent must be capable of attaining a Hazardous Material Specialist certification within one year of appointment. Must be capable of attaining a Hazmat Trainer Certificate to provide FRO and FRA training to the district. Required to respond to emergency call outs before and after normal working hours, including holidays and weekends.

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.

- **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 - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)

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- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Assists the Hazardous Material Manager in processing Hazmat Contracts, invoices, and any disputes. Responds to Hazmat releases on highway as a 24 hour emergency responder. Fills out necessary paperwork and gives direction / expertise to Caltrans responders. Assists the Hazardous Material Manager in teaching Hazmat classes to Caltrans responders.
30%	E	Ensures regulatory compliance of the District 6 Maintenance fuel storage tanks, assists field personnel in preparation of hazardous material business plans (HMBP's), and Spill Prevention Control and Countermeasure Plans (SPCCP). Reviews the plans for timeliness, accuracy, completeness, neatness, and overall content. Provides assistance on tank safety, tank regulations, and tank storage policies. Conducts site inspections of storage tanks, generated waste and other hazardous materials stored at Maintenance Facilities.
20%	E	Assist in the Generated Waste program, including site facility removal of hazardous waste. Monitors waste stored at facilities, schedules removals, writes Task Orders and fills out manifests for disposal. Processes paperwork including payment of invoices of generated waste contractor. Records waste generated at facilities.
15%	E	The Hazardous Material Manager 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. 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. Maintain a current Hazmat training program and shall update the agenda on an annual basis to keep current with associated issues. Must have the required state Hazmat Trainer Certificate as identified in the Special Requirements portion of the Duty Statement.
5%	M	Assist the EOC Manager, maintains EOC equipment and facility in a ready state, attends staffing meetings with various local Emergency Operational Centers, arranges and conduct EOC tours, and responds to emergency response duties during EOC activation. Assist Maintenance Support programs where needed.

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 incumbent does not exercise direct supervision over others but acts as a liaison between office staff and field maintenance activities related to Hazmat and Generated Waste activities. May assume responsibilities of MMI when asked to perform such tasks.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be capable of attaining certification as a Hazardous Material Specialist within one year of appointment and be certified as a Hazardous Material Training Instructor. The incumbent must have an excellent working knowledge of federal, state, and local regulations regarding hazardous materials handling, transportation, storage, of spill response. Must have knowledge of the requirements for business plans, site investigation, and the management of above ground fuel tanks. The incumbent must be able to prepare correspondences and reports and to communicate effectively orally and in writing. He/she must have good verbal and written communication skills, ability to work independently with minimal supervision, utilize a personal computer, and be familiar with Excel, Word, Power Point, and Outlook. Proficiency in creating and maintaining spreadsheets and data basis.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Correct decisions to emergency response matters are imperative. Poor decisions could result in injury to an employee and/or the traveling public when performing duties related to spills. Poor management of Caltrans generated hazardous waste disposal could result in significant excess contract costs and both criminal and civil penalties to Caltrans and/or individual employees. Errors in judgment could result in the need for costly and time-consuming corrective actions.

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PUBLIC AND INTERNAL CONTACTS

This position has contact with Superintendents and Supervisors and has frequent contact with local Counties and other State Agencies. Consults with Headquarters, other Districts and District Staff in exchange of information and coordination of Hazardous Material Management. Consults with District/HQ Safety Branch on coordinating "Right To Know" for the Maintenance Branch. Information is presented and exchanged orally, by telephone, and in person. Has frequent contact with vendors and contractors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Hazardous Material Manager will be required to bend, stoop, climb, kneel, reach, push, pull, sit and stand for long periods of time in various climatic conditions. May be required to assign and assist in the clean up in the event of various types of accidents involving personal injury to others and/or hazardous spills. Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems, and acknowledge the various responses. Must be able to work independently. Shall be available to respond to Hazmat spill and generated waste incidents during the day, at night, and on weekends and holidays.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial light. Will be required to use personal computers and telephones for long periods of time. Other physical activities will include accessing files, manuals and other resources at various Caltrans and external offices. Incumbent will also be required to spend time driving to hazardous material incidents and maintenance facilities. Incumbent will be walking on uneven terrain and working outdoors in inclement weather. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate. The assignment location for this position may be in Bakersfield, Visalia, or Fresno, based on office space availability.

Reviewed and Approved for advertising:

SUPERVISOR (signature)

(print)

DATE

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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.)

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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