

CLASSIFICATION TITLE CT Maintenance Area Supt	OFFICE/BRANCH/SECTION Maintenance Support/ Maintenance/Caltrans	
WORKING TITLE Maintenance Facilities Program Coordinator	POSITION NUMBER 903-600-6282-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of a Caltrans Maintenance Manager I, the incumbent functions as the District 3 Maintenance Facilities Program Manager. Incumbent is responsible for addressing and/or resolving all facility and equipment related issues, reports, documentation and service contracts. Regular and punctual attendance is required. The incumbent must possess a valid California Driver's License – Class 'C'. Responsibilities 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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action Advance Equity and Livability in all Communities - Innovation)
- **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 - Integrity)
- **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, Strengthen Stewardship and Drive Efficiency - 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, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency -)
- **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)
- **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 - Innovation)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)

TYPICAL DUTIES:

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

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POSITION DUTY STATEMENT

45%	E	Manages all major labor contracts on an ongoing multi-year basis for approximately 45 Maintenance facilities. Ensures compliance with contract provisions; monitoring contractors' performance to ensure work is on schedule, complete, and acceptable; requesting and approving products and/or services; reviewing invoices; monitoring expenditures; authorizing payments; requesting timely contract renewals, or amendments, when necessary; and closing out contracts. Processes invoices for payment working with Advantage and Excel spreadsheets ensuring no contract is over-expended and reports contract balances to management weekly for budget purposes.
25%	E	Maintenance Facilities Program Manager will work on long term planning of replacement, improvement and maintenance projects for the District's Maintenance facilities. Work with Headquarters staff, District Management, other Maintenance Support functions, Field Maintenance personnel and necessary governmental agencies to help ensure continuing improvements to, and compliance of laws, rules and regulations pertaining to Maintenance facilities.
15%	E	Incumbent must understand, assess and have knowledge of all aspects pertaining to Maintenance facility mechanical systems and equipment. Efficiently and effectively manage, utilize and balance priorities among all available resources including regular staff, intermittent staff, overtime, service contracts, operating expenses, rented and departmental equipment and other Caltrans staff.
10%	E	Oversees the maintenance and design code changes for seven tiered security locking systems, records of bittings (1500 combinations presently being used), necessity of re-keys, and installation of necessary security hardware.
5%	M	Responsible for the management of Maintenance facility resources within an area of responsibility in order to adequately respond to needs as they arise and assure that levels of service are maintained. Resolve contract budget and accounting issues by working with various partners internally and externally to ensure adequate budget capacity and correct charging practices. Responsible to ensure the accuracy of data input into the AMS/Info Advantage system. Other duties as directed by Management.

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

This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have knowledge of and be familiar with the Departmental Safety Manual, Maintenance Manual, Code of Safe Operating Practices, California Code of Regulations, Title 8, Industrial Relations and Safety Orders. Knowledge of: the methods, materials, tools and equipment used in the construction, maintenance and repair of buildings, building equipment and mechanical equipment installations; codes, rules, regulations and Safety Orders applicable to the various building and mechanical trades; methods used in requisitions, receiving, storing, and using tools, materials and supplies. Must have working knowledge of the Division of Procurement and Contracts' Contract Managers Handbook.

Incumbent must have proficiency with personal computers, including competency in MS Word, Excel, AMS Advantage, and other Caltrans database programs. 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. Incumbent must be able to maintain a positive attitude when interacting with internal and external partners so they remain professional and courteous at all times. Incumbent must be able to work cooperatively and develop good working relationships with other district and headquarter staff. Must be able to work independently or in a group.

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. Misuse of service contracts may incur legal ramifications for violations of rules.

PUBLIC AND INTERNAL CONTACTS

The incumbent is involved in daily email, telephone and in-person contact with public and Caltrans employees. Incumbent is required to project a professional and courteous businesslike manner, and develop and maintain effective working relationships internally and externally.

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ADA Notice

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POSITION DUTY STATEMENT**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 stand or sit for prolonged periods; must be able to work at a keyboard and focus on complex tasks for long periods of time and must be able to organize and prioritize large volumes of work and documents.

Extensive travel is required throughout the District. Employee will work under a variety of conditions while away from this office. This may include working in adverse weather conditions, working with electrical and gas powered equipment, and working with possible hazardous materials and supplies.

When performing fieldwork the incumbent shall wear required personal protective equipment in accordance to rules and regulations set forth by Caltrans Safety Manual and Caltrans Maintenance Manual.

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.

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