STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Building Maintenance Worker	Business Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Building Maintenance Worker		

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Office Chief of Business Management and Facilities, the incumbent will independently performs skilled work in maintenance, alteration, and repair of buildings and mechanical systems; may instruct or lead interns, wards or inmate workers; and to do other related work. The following is a list of duties and the approximate percentage of time necessary for each duty. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Remodel within District Office and Maintenance buildings for space changes, removing walls for open space, building new walls as needed for office, roofs, flooring, carpeting, doors, paint, and install and reconfigure modular work stations. Build and finish, and refinish wood signs, cabinets, counters, counter tops, shelving, doors, wall plaques and picture frames.
30%	E	Inspect, repair or replace plumbing fixtures, (i.e., drinking fountains, water heaters, boilers, pumps), rewire for electrical, fiber optics for communications voice and data, remove lighting fixtures and install upgraded lighting and motion sensors, mount and install security cameras and equipment, install U.P.S. systems, install generator and HVAC systems.
15%	E	Maintain and repair building structure, fixtures and equipment to preserve the land and building value for our District Office complex and Maintenance stations (i.e., repairs to doors, door knobs, locks, blinds, floor tiles, modulars, hang blinds, bulletin boards, plaques and doors).
15%	E	Estimate time for task or project, if help is needed, how much and what kind, obtain bids for materials and supplies needed for the project, and then purchase the materials and supplies, schedule work and arrange for the help.
10%	M	Act as coordinator/inspector on projects with private contractors or work on projects in conjunction with same divisions' projects in our complex and maintenance facilities.

[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

Normally this position does not supervise; however, the incumbent may be called upon to act as a lead for a short duration.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The employee must be able to meet deadlines and deal tactfully with the public and other employees. Knowledge of calculators, tools and equipment as required. Must be able to read, write and speak English at a level necessary for successful job performance. Must be able to operate a personal computer, prepare electronic time sheets and refer inquiries to the proper area. Professional communication is necessary in this position.

Must have the ability to communicate effectively in verbal and written form, compile and and prepare progress reports. Must have strong organizational skills, as the position may require development of multitasks concurrently.

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Ability to work well with minimal supervision and to work under pressure; and it is important for this person to be dependable and punctual. Demonstrated positive attitude and commitment to conduct business in a professional manner in dealing with the public and department clients and provide quality service to all customers.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decision-making and/or lack of appropriate action by employee could cause poor public image and/or project delays and could jeopardize the efficiency of the work unit and the image of Caltrans. Insufficient recordkeeping of equipment may cause loss of money to the Department

PUBLIC AND INTERNAL CONTACTS

Public and internal contact is an important part of this position and employee should demonstrate a respectful and courteous disposition to all individuals he/she comes in contact with throughout the day.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to walk the entire facility perimeter and climb stair to access multi-storied buildings. Physical abilities include: bending, stooping, squatting, climbing, kneeling, twisting, grasping, lifting and carrying in the performance of maintenance work.

WORK ENVIRONMENT

Employees may also be required to work in a shop and warehouse environment as well as out doors and on roofs. Also, work may be performed in attics and crawl spaces. Employee may be required to travel to various site locations for day projects. Possession of a valid driver's license and current defensive drivers certification are required.

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