CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE Cal Trans Heavy Equipment Mechanic	DISTRICT/DIVISION/OFFICE 32 /Equipment/Headquarters Shop/3224	
WORKING TITLE Heavy Equipment Mechanic /Shop	POSITION NUMBER 932-032-3713-___	EFFECTIVE

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 regularly and on time; 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 supervision of a Highway Mechanic Supervisor and or direction of a Heavy Equipment Mechanic Leadworker. The incumbent will be working in a shop and/or field environment, constructs, inspects, diagnoses, repairs and services automobiles, trucks, tractors, personnel hoists, spray equipment, loaders, graders, snowplows, pumps, air compressors, diesel and gasoline engines and similar equipment used in the CalTrans fleet. Completes various repair records and reports, uses computer equipment to input time spent on tasks performed, may assist in instructing or giving direction to helpers, apprentices or other employees. Incumbents will assume responsibility for reasonable safeguards, proper use and handling of materials, equipment and facilities. Incumbent must posses a valid class C driver license. At times, it may be necessary to work outside and or travel to assist at a field mechanic's location, or a highway maintenance station. The Heavy Equipment Mechanic must be able to work in these areas in inclement weather, which may include severe cold or heat. At times it may be necessary to assist with the daily operation of the shop, which may include any or all of the duties, listed below. At times it will be necessary to make trips to field locations to assess and clearly communicate needed repairs or parts.

Job assignments may be subject to travel, rotation, changes of shift, work hours and workdays.

TYPICAL DUTIES:
Percentage/Job Description
Essential (E)/Marginal (M)

50% (E)	Assembles, modifies and fabricates equipment and components. Performs various types of welding regarding equipment and its components.
15% (E)	Prepares equipment for painting where small repairs have been made and aerosol paints can be used.
10% (E)	Diagnoses problems, makes repairs, performs major overhauls on gas and diesel engines, transmissions, final drives, brake, electrical, and hydraulic systems, suspension and steering components, etc.
10% (E)	Accesses database for input of time, work orders and to retrieve vehicle records. Maintains a safe and orderly work area. Does shop housekeeping, and properly disposes of hazardous waste.
05% (E)	Performs scheduled preventive maintenance inspections and lubrication services on all types of automotive and heavy equipment; i.e., loaders, graders and snow removal equipment.
05% (E)	Pressure washes equipment, changes tires, prepares equipment for sale, performs minor building repairs, and provides operator training when necessary.
05% (M)	Travel to various locations including overnight stays where necessary, purchases

repair parts, maintains a small inventory of parts, and arranges for and monitors commercial repairs.

SUPERVISION EXERCISED OVER OTHERS

Does not supervise. May be asked to be a mentor mechanic to an apprentice or give direction to a Mechanic Helper.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:
Methods, materials, tools and equipment used in construction, assembly, overhaul, repair and adjustment of gasoline and diesel powered automobiles, trucks, heavy construction and maintenance equipment; operating characteristics of the equipment listed above; proper handling and disposal of hazardous materials; basic occupational safety work practices to protect their own health and safety and the health and safety of others.

Skill in:
Diagnosing malfunctioning equipment and determining corrective action to be taken performing adjustments, repair, overhaul and fabrication of CalTrans equipment.

Ability to:
Inspect, estimate repair work, diagnose, repair, assemble and fabricate automotive and heavy equipment.

Advise in the selection of parts, estimate repair costs, work safely in an equipment repair/assembly environment, (inside or outside in a variety of weather conditions).

Perform welding and repair work from sketches, drawings and schematics.

To be able to work in the field environment without direct supervision.

Operate various types of CalTrans equipment for test purposes and drive moderate distances.

Operate a personal computer doing simple data input and retrieval.

Be able to read, write and verbally communicate clearly in English as required for successful job performance.

Be able to exercise patience when dealing with people.

Ability to write letters, prepare written reports and conducts meetings within your department.

Ability to handle multiple priorities.

Subject to working overtime and variable work shifts in inclement weather.

Must be able to work during emergency or declared emergency situations.

CONSEQUENCE OF ERROR/RESONSIBILITY FOR DECISIONS

Inaccurate estimation of repairs or poor judgment in making repairs or assembly of equipment could result in damage, costly re-work, or loss of equipment, and could create a safety hazard causing injury to state employees or the general public.

Incumbent is responsible for his/her actions, decisions, quality of completed work, and proper use of state time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

This position has been designated as safety sensitive in accordance with Department of Personnel Administration Rules 599.960 and 599.961. Use of alcohol and/or drugs that impede the employee's

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.

PUBLIC AND INTERNAL CONTACTS

Extensive contact with other shop personnel, field mechanics, district employees and vendors.

PHYSICAL, MENTAL AND EMOTIONAL EQUIREMENTS

Ability to stand and walk on concrete flooring all day, frequently stooping, bending, keeling, crouching, pushing, pulling, reaching, twisting, being able to lift, carry, and climb.

Ability to lift and move 20 lbs. repeatedly, 20-50 lbs. frequently to occasionally and over 50 lbs. Rarely. Also lift up to 40 lbs. overhead occasionally.

Ability to climb stairs carrying objects weighing up to 50 pounds occasionally.

Possession of a class "C" drivers license and be able to travel to distant locations in inclement weather.

Ability to operate forklifts and hand operated material-handling devices.

Will be required to wear safety equipment including eye protection (safety glasses), ear protection, safety vest, and hard hat or bump cap etc. Must be able to wear protective clothing as required and furnished by the Division of Equipment.

WORK ENVIRONMENT

Incumbent will work in a shop environment with the possibility of short time in the field. Incumbent may/will be exposed to dirt, noise, uneven surfaces, hazardous materials and temperature changes. Incumbent may work with others or by him / her self.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

_____ _____

Employee Name (please print) Employee signature Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

_____ _____

Supervisor Name (please print) Supervisor signature Date