STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Heavy Equipment Mechanic Apprentice, Caltrans	Division of Equipment/Maintenance & Repair/Shop 1/ 3225	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Heavy Equipment Mechanic Apprentice (HEMA)	932-021-3714-	

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 close supervision from a CT Highway Mechanic Supervisor as an indentured apprentice, employee learns and performs progressively skilled work in the repair and maintenance of heavy highway equipment and automotive equipment.

This three-year apprentice-training program is intended to qualify the candidate to compete for journey level status as a Caltrans (CT) Heavy Equipment Mechanic. Employees in this class are indentured apprentices in training under provisions of the apprenticeship standards and written apprentice agreement. Employees must maintain satisfactory progress in the academic and vocational aspects of the apprenticeship program as part of the job requirement.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
60%	E	Assists a journey mechanic and receives training in the repair and maintenance of trucks, tractors, power shovels, graders, snow plows, pumps, air compressors, diesel engines, gasoline engines, automobiles and similar equipment. Assists in the construction and modification of highway equipment; learns to operate and maintain tools and machinery used in the construction, repair and maintenance of highway equipment; may assist in the inspection of equipment to locate and determine the extent of necessary repairs and the corrective action necessary. Takes after hour's courses necessary to round out his/her training.
30%	E	Makes repairs on a level commensurate with his/her knowledge and abilities, under the direction of a journey mechanic.
10%	E	Studies and tests in apprenticeship related materials.

[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

This position does not supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have the ability to: learn aspects of automotive and heavy equipment type repairs that includes such items as hydraulics, final drives, transmissions, engines, electrical and suspensions; must have a general knowledge of tools and materials; read, write, and understand English; knowledge of basic arithmetic; ability to follow written or verbal instructions; acquire acceptable work habits.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsibility for decisions shall increase with time in the program as skills develop and general knowledge improves. Errors or bad judgment could result in improper repairs to equipment, which could lead to breakdowns, added expense, and unsafe situations. Failure to meet related training schedules and passing scores could result in extended time in the program. Repeated failures could result in dismissal.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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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

Low incidence of public contact. Medium incidence of internal contact. May be temporarily placed in vendor's establishments to gain specialized experience.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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; lift and move 20 lbs. repeatedly, 20-50 lbs. frequently to occasionally and over 50 lbs. rarely; aso lift up to 40 lbs. overhead occasionally; climb stairs carrying objects weighing up to 50 pounds occasionally; operate forklifts and hand operated material-handling devices.

Possession of a class "C" driver's license and able to travel to distant locations in inclement weather.

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

Employees will normally work in an indoor shop environment. Shop environments may undergo excessive temperature variance from high heat and humidity to cold and humid. On occasion, employees may have to perform work outdoors. Climate conditions may vary from California coastal, valley, low and high deserts, and mountain.

Employees are frequently exposed to high decibels of noise, dirt, and products that may contain chemicals known to the State of California to cause cancer and/or birth defects. The use of Personal Protective Equipment is required.

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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