STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Heavy Equipment Mechanic Leadworker	Division of Equipment/Maintenance & Repair/Shop 1/ 3225	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Heavy Equipment Mechanic Leadworker	932-021-6831-	

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:

In a shop environment, under the direction of a Caltrans (CT)Highway Mechanic Supervisor, acting in a lead capacity to a group of CT Heavy Equipment Mechanics, Automobile Mechanics, Helpers and Apprentices, makes accident damage estimates and job orders on incoming jobs, assigns jobs, checks work, gives instructions, aids with difficult mechanical problems, and performs hands-on work in the construction, inspection, diagnosis, repairing and servicing of 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 and retrieve data and does other related work. Incumbent will assume responsibility for reasonable safeguards, proper use and handling of materials, equipment and facilities. Must possess a valid class C driver's license. Job assignments may be subject to travel, rotation, changes of shift, work hours and workdays.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Takes in and schedules repair work, estimates completion dates, makes accident and repair estimates and shop job orders, assigns and checks work, arranges for and inspects commercial repairs, helps with difficult mechanical problems, promotes safety standards and security of shop tools and repair parts, checks mechanics paper work for accuracy and makes recommendations to supervisor regarding employee training and performance.
30%	E	Does computer input and retrieval of job orders, time, shop job order detail reports, preventive maintenance scheduling, etc.; completes various repair records and paperwork; provides operator and mechanic training when necessary.
10%	E	Diagnoses problems, makes repairs, and performs major overhauls on gas and diesel engines, transmissions, final drives, brake, electrical, and hydraulic systems, suspension and steering components, etc.
10%	E	Performs scheduled preventive maintenance inspections and lubrication services on all types of automotive and heavy equipment; i.e., loaders, graders.
5%	M	Assembles, modifies, and fabricates equipment and components, does various types of welding, prepares equipment for painting, and paints equipment.
5%	M	Pressure washes equipment, changes tires, prepares equipment for sale, performs minor building repairs, does shop housekeeping, and properly disposes of hazardous waste.

[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

Acts as Leadworker to a crew of journey level mechanics, helpers, apprentices, laborers, service assistants or other employees.

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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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

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; laws and regulations pertaining to the construction, operation, and repair of highway construction and maintenance equipment, such as smog programs, crane and personnel hoist inspections, Biennial Inspection of Terminals (BIT) and handling and disposal of hazardous materials; occupational safety and health policies and procedures as defined in the Caltrans Injury and Illness Prevention Program and Code of Safe Practices; Equal Employment Opportunity principles; industry preventive maintenance concepts; the Caltrans Preventive Maintenance (PM) Program; and computer systems and electronic data collection systems and programs adequate to be successful in learning the Fleet Management System (FMS).

Skill in: Diagnosing malfunctioning equipment and determining corrective action to be taken; performing adjustments, repair, overhaul and fabrication of Caltrans equipment; and tactfully interacting with people.

Ability to: Inspect, diagnose, repair, assemble and fabricate automotive and heavy equipment; advise in the selection of parts; estimate labor and repair costs; determine estimated completion dates; work safely in an equipment repair/ assembly environment (inside or outside in a variety of weather conditions); demonstrate leadership in shop and personnel safety; perform welding; work from sketches and drawings; work in the field without direct supervision; verbally communicate, read and write in the English language as required for successful job performance; operate various types of Caltrans equipment for test purposes; drive moderate distances; plan and coordinate the work of other staff; act in a lead person capacity; analyze situations accurately and take effective action; handle multiple priorities and exercise patience when dealing with people; support and promote Caltrans' Equal Employment Opportunity concepts; learn the operation of the computer system used for the FMS operating in the main frame and personal computer environment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate estimation of repairs or poor judgment in assigning priorities, making repairs, assembly of equipment and checking completed work could result in damaged or unsafe equipment, costly re-work and excessive downtime. Unsafe equipment could lead to injury to state employees or the general public, excessive equipment down time could cause the operating departments to be unable to meet their workload requirements.

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

Low incidence of public contact, high incidence of internal contacts, contacts with maintenance and other operations personnel and commercial repair establishments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Stand and walk on concrete flooring all day; frequently stoop, bend, kneel, crouch, push, pull, reach, twist, lift, carry, and climb; lift 20 lbs. repetitively, 20 - 50 lbs. frequently to occasionally, over 50 lbs. very rarely, and up to 40 lbs. overhead occasionally; use appropriate lifting devices; and request lifting assistance when necessary.

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

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

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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 himself/herself.

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