

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Highway Equipment Superintendent I (Specialist)	Division of Equipment/Maintenance & Repair/Lube/ 3245	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Lubrication Coordinator	932-001-6822	

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:**

The Lubrication Coordinator works under the direction of the Supervising Highway Equipment Superintendent, Chief of Office Maintenance & Repair, South. The Lubrication Coordinator oversees a Statewide program that impacts the production staff which includes Heavy Equipment Mechanics, Heavy Equipment Mechanic Apprentices, Automobile Mechanics, Equipment Materiel Specialists, Equipment Operators, Supervisors and Manager classifications. The Lubrication Coordinator will: inspect equipment as it is received and determine what lubrication products and procedures are necessary to properly maintain Caltrans equipment; create lubrication charts and post them on the Intranet, assist customers with answers to their lubrication related questions, maintain the lubrication library, assist in training mechanics as needs arise distribute bulletins pertaining to the proper maintenance of Caltrans equipment, maintain the necessary records for the oil-recycling program, review laboratory analysis, make recommendations and disseminate information to the shops, reviews abnormal failures related to lubrication. Evaluates new lubrication products to determine applicability to the Caltrans fleet.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
25% E	Creates and updates lubrication charts using the Adobe Dream Weaver program software, Using equipment manufactures owner's manual to obtain lube products information, lube viscosity, grease points and service intervals. Posts the lube charts for shop production staff and equipment users to refer to for preventive maintenance that ensures the correct lubrication products and oil filtration devices are used with the use of the computer. Lube charts show grease points, what type of oil and filters are recommended to use for each equipment type and when oil changes are scheduled.
25% E	Prepares lubrication and service schedules for equipment to be posted on the Fleet Anywhere equipment management program software for vehicles and equipment in the Caltrans fleet. Researches the internet; gather's and analyzes data from Internet; reason logically, draw valid conclusions and make appropriate recommendations to upper management on new oils, filters and other lube products. Consults with equipment manufacturers to review new oils and other lube products that are available in the industry; reads vehicle manufacturers' manuals and disseminates information, writes policy memos, creates Maintenance & Repair Service Bulletin, email and Issues lubrication information regarding the use of all lubrication and grease products used in the Caltrans fleet equipment with the use of the computer.
20% E	As the Liaison, addresses and answers email and telephone inquiries from all Caltrans personnel regarding lubrication issues. Assists in providing training information for the DOE training branch regarding lubrication issues to inform mechanics and vehicle users of procedures that contribute as lean principles such as extending the oil change intervals.
20% E	Acts as Contract Manager for the Oil Analysis contract. Receives oil analysis reports requested from the Field Shops, reviews reports for oil contamination and makes a recommendation for the repairs to the Field Shop Supervisor. Enters comments on the work orders using Fleet Anywhere software program which can assist in prolonging the life cycle of Caltrans equipment with the use of the computer. Maintains oil analysis reports in file folder of lube coordinator's computer.

**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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| 5% | M | Acts in a mutual consulting capacity with Specification & Design Engineers. Answers inquiries related to lubrication issues during specification phase as well as design phase of equipment fabrication.   |
| 5% | M | Maintains DOE Intranet lube site. Receives lube oil recycling credit reports from DOE Hazardous Materials coordinator to posts lube oil recycling credits on computer intranet lube site. Update lube products lists with the use of Microsoft Word and Excel program software; works with DOE, HQ purchasing branch to assign part numbers to lube products that will be used by production staff as well as equipment users. |

<sup>1</sup>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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Lubrication Coordinator does not supervise staff. There may be occasions where a student assistant will be available to help on projects and needs supervision.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of the types, models, costs, capacity, operative characteristics, principles, and practices employed in the construction, operation, maintenance, use and repair of motorized vehicles and heavy construction and maintenance equipment including gasoline and diesel as well as hybrid and all battery electric vehicles; approved methods, costs, tools, and equipment used for the repair and fabrication of the equipment used in the maintenance and construction of highways and appurtenant structures; requirements of air quality programs; safety regulations governing shop operation, including facility safety requirement, the Hazardous Materials Communications Program, the Respiratory Protection Policy and other rules in the Departmental Safety Manual and Titles of the California Code of Regulations, General Industry Safety Orders; Must have or be willing to learn necessary computer and must possess a basic knowledge of lubricants. Must have organizational skills to maintain lubrication records, create lube charts, and post information on the Intranet. Ability to work with others (both internally and externally) constructively is desirable.

Must have the ability to analyze situations accurately and take effective action; locate trouble in equipment; analyze causes of breakdown or excessive wear of equipment; make estimates of the cost of repairing equipment and determine feasibility of repairs; monitor expenditures of lube projects; gather and analyze data; reason logically, draw valid conclusions and make appropriate recommendations to upper management.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The release of incorrect information or the exercise of poor judgement could result in damage to equipment, excessive down time, unsafe operating conditions, and/or voiding of manufacturer's warranties.

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.

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### PUBLIC AND INTERNAL CONTACTS

Medium incidence of public contact from equipment manufacturers' representatives and medium to high incidence of internal contact with Caltrans employees.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Work would include but not limited to some crawling, climbing, lifting, and stooping in order to check filter numbers and lubrication points on equipment. Personal protective equipment must be worn when required. The majority of tasks will require the incumbent to remain in an office cubicle at a desktop computer doing research, charts, and record keeping. Some overnight travel and driving may be necessary to inspect equipment that is dropped shipped to various shops.

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## WORK ENVIRONMENT

The incumbent will work in an office environment. There will be times when the employee will be working in the outside storage container where the lubrication library is located. Outdoor activities will involve reviewing new equipment to compile information for the lube charts. Travels to offsite locations for equipment inspection, training and meetings.

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