

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Maintenance Mechanic (6940)	OFFICE/BRANCH/SECTION Business Management	
WORKING TITLE Facilities Maintenance Mechanic	POSITION NUMBER	EFFECTIVE DATE

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 perform a variety of advanced responsibilities related to building maintenance and facility systems. 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		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Remodel within District Office and Maintenance buildings for space changes, removing walls for open space and building new walls as needed. Construction changes and repairs for offices, roofs, flooring, carpeting, doors, paint and install/reconfigure modular work stations. Build, finish and refinish wood signs, cabinets, counters, shelving, doors, wall plaques and frames.
30%	E	Inspect, repair or replace plumbing fixtures, i.e., drinking fountains, water heaters, boilers, pumps. Rewire for electrical, data and communications, which includes copper wire, fiber optics and coaxial cable. Remove and install light fixtures, motion sensors, security cameras and equipment. Install U.P.S. systems, install generator and HVAC systems.
15%	E	Maintain and repair building structures, fixtures and equipment to preserve the land and building value for our District Office Complex and maintenance stations, i.e., repairs to locks, doors, blinds floor tiles, modular furniture, bulletin boards, etc. Help set up for meetings, events and functions at various location within the district.
15%	E	Estimate time for tasks or projects. If help is needed, define how much and what kind, obtain bids for materials and supplies needed for the project, purchase the materials. Schedule the work and arrange for the help.
10%	M	Act as coordinator/inspector on projects with the Office of State Architects and Direct Construction or work projects in conjunction with same divisions' projects in our complex and maintenance facilities. Act as lead worker for hired personnel and contractors to help with facility projects.

¹ESSENTIAL 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 in absence of the supervisor 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 maintenance equipment and tools as required. Must be able to read, write and speak English at a level necessary for successful job performance and operate a PC for email and time keeping purposes. Must be able to operate power tools and conform to their safety protocols. Professional telephone etiquette is necessary in this position.

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

Ability to work well with minimal supervision and to work under pressure; and it is important for this person to be

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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

Employees may be required to be fit enough to perform manual labor described in the state class specifications for this classification published by the State Personnel Board. Must have the ability to walk the entire facility perimeter, climb stairs and ladders to access multi-storied buildings.

WORK ENVIRONMENT

When working at various District facilities, employees will work indoors and outdoors experiencing a wide variety of climates and weather conditions. Employees may also be required to work in a warehouse, shop, and crawl spaces above and below buildings. Employee may be required to travel to various site locations, required overnight stays, and 24 hour on-call response. 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