

POSITION DUTY STATEMENT

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PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Maintenance Mechanic	OFFICE/BRANCH/SECTION District 6, Maintenance and Operations, Fresno Area	
WORKING TITLE Maintenance Mechanic	POSITION NUMBER 906-650-6940-xxx	EFFECTIVE DATE

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: (PROVIDE A BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVER'S LICENSE.) *RED TEXT ONLY APPEARS ON THE SCREEN

This position requires the independent performance of the incumbent in a wide variety of skilled maintenance tasks, such as the operation, maintenance, repair and retro-fitting of mechanical systems. Under general direction of a Caltrans Maintenance Supervisor, the incumbent is responsible for the following:

TYPICAL DUTIES:

Percentage	Job Description	(PROVIDE A DESCRIPTION OF DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. TO ADD ADDITIONAL LINES OF DUTIES WITH DIFFERENT PERCENTAGES, CLICK ON THE "+" BUTTON.) *RED TEXT ONLY APPEARS ON THE SCREEN
Essential (E)/Marginal (M) ¹		
35% E	Operation, trouble-shooting and repair of all components of remote irrigation system covering over one thousand acres of planted highway right-of-way in the Fresno Maintenance Area. This includes maintenance and technical repair of booster pumps, booster pump motors and potable water cross-connection control systems. Programming, and installation of computer and/or radio frequency based irrigation controllers.	+ -
25% E	Responsible for the upkeep and mechanical repairs to twenty-seven highway pumping plant facilities in the Fresno Maintenance Area.	+ -
20% E	Responsible for the operation, preventive maintenance and repair of the emergency electrical generator systems at four "snow camp" maintenance stations within the District 6 North Maintenance Region.	+ -
10% E	Responsible for truck barn heating systems and ventilation systems, air compressors and overhead doors at four "snow camp" maintenance stations within the District 6 North Maintenance Region.	+ -
5% M	Responsible for mechanical facility repairs in ten Maintenance Stations within the District 6 North Maintenance Region.	+ -
5% M	Responsible for technical repairs of sewage handling systems at roadside safety rest areas. Within	+ -

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

May act as a crew lead in the absence of the Caltrans Maintenance Supervisor and/or Caltrans Landscape Maintenance Leadworker or Caltrans Highway Maintenance Leadworker.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent is to have a working knowledge of the methods, materials, tools, and equipment used in the construction, maintenance, operation and repair of plumbing, heating, cooling, ventilation equipment, electrical, water, sewer systems, water analysis, and corrosion control; materials, methods, and tools used in the repair of mechanical equipment, and in miscellaneous building maintenance and repair work and skill in the performance of such work; safety orders of the Division of Industrial Safety dealing with heating, electrical, plumbing, and other mechanical systems.

The incumbent should be able to read, interpret engineered plans, work from schematics, drawings, and written specifications; operate power tools, machines and analytical equipment used in mechanical and construction trades work; estimate materials needed; maintain records and prepare reports; analyze situations accurately and take effective action;

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follow oral and written directions; get along well with others; read and write at a level appropriate to the classification.

General knowledge of codes, rules, regulations, and safety orders applicable to building and mechanical trades, including regulations and codes covering pressure vessels.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must make sound decisions and recommendations concerning highway maintenance, facility maintenance and repairs, safety for Regional and District employees.

Failure to properly maintain heating, cooling and ventilation systems could result in unhealthy indoor working conditions and could violate health and safety codes.

PUBLIC AND INTERNAL CONTACTS

Constant daily contact with department and other State employees. Frequent contact with contractors and vendors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent for this position must be physically able to work in extreme hot and cold temperatures, mostly outdoors, completing a variety of physical challenges, such as: bending, stooping, pushing, pulling, lifting equipment, and reaching. Moving office equipment and furniture, such as: desks, chairs, computers, and furniture. Must be able to work on ladders and elevated platforms. Must be emotionally able to cope with high stress situations in dealing with employees and the public.

WORK ENVIRONMENT

This position requires work to be done in both indoor and outdoor settings. Indoor work in fairly constant temperatures, outdoor work in varying degrees of hot and cold temperatures. May be subject to call back and weekend work as needed to keep highway or facilities operational.

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