

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Maintenance Mechanic	OFFICE/BRANCH/SECTION 09/Maintenance - Mojave	
WORKING TITLE Maintenance Mechanic	POSITION NUMBER 909-640-6940-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:

Working under the supervision of a Caltrans Electrical Supervisor, the incumbent installs, inspects, troubleshoots and repairs HVAC (Heating, Ventilation and Air-conditioning), electrical, mechanical, plumbing, pneumatic, hydraulic and all other systems and structures found in Caltrans Maintenance Stations, Rest Areas, and remote operating sites. Incumbent will manage day to day operations of the Facilities Maintenance Program including communications and coordination with Maintenance Supervisors to schedule required work and tracking of all maintenance requests to insure that health and safety requirements are given the highest priority for job completion. Performs all other duties as assigned. Works individually or with others performing tasks related to facilities maintenance.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Perform repairs to existing systems and equipment and installs and maintains new systems and equipment including: Electrical - switch gear and sub-panels, outlets, switches, area lighting (in-door and out-door), automatic controls, alarm systems, audio-visual equipment, etc. Plumbing - faucets, flush valves, toilets, fresh water delivery (copper, galvanized and PVC/ABS pipe systems), sanitary sewer etc. HVAC/Mechanical - package air conditioning and heat pump units, ice machines, water coolers, refrigerator/freezers, gas and electric radiant heat systems, steam and hydronic boilers, stand-by generator systems, roll up doors, air compressor systems, etc. Perform minor building construction projects, painting, pest control etc.
15%	E	Perform safety inspections, preventive maintenance and servicing on all above listed equipment.
10%	E	Conduct research using internet, maintenance manuals, parts manuals, catalogs, blue prints and all other available information sources to identify proper maintenance procedures and to locate and procure needed repair parts. Obtain price quotes from vendors for equipment, parts and services above the current prescribed dollar amount to insure lowest cost to the Department. Insure Payee Data Record and Drug Free Work Place Certifications are on file for all vendors used.
10%	E	Perform automated (computer based) records entries and updates including purchase requests, monthly reports, records archiving, standard forms management, email communications, time keeping and other computer related tasks.
5%	E	Operates light vehicles assigned to the incumbent requiring a Class C Driver License.
5%	E	Conducts daily pre-op and post-op inspections, makes minor repairs to equipment when trained to do so, services and maintains equipment (lube and oil changes, changes tires, light bulbs, fuses, filters, and window wipers; steam cleans equipment and operates hoist).
5%	M	Help Electrical crews with Signal Maintenance.

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

No direct supervision. Employee may at any time be placed in charge of a work crew as acting Leadworker for Special Program Workers, such as CCC (California Conservation Corp), probationers, etc.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, tools and publications used in facilities maintenance; provisions

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of the National Electric Code, Uniform Plumbing Code, National Fire Protection Association, OSHA (Occupational Safety and Health Act) and local building codes as they pertain to facilities maintenance.

A good working knowledge of computers and operation of Window based applications.

Possession of a valid Class C California Driver License.

Ability to work safely around high-density traffic.

Ability to work effectively along or with others.

Must be able to analyze various work situations to estimate tools, parts and materials requirements accurately and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may endanger self, co-workers and/or the public. Error may also cause a waste of time and tax dollars through extra expense in damaged equipment or facility fixtures and structures.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals in the course of assignment. Contact may be with hostile public, and employee is expected to maintain a favorable public image for the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Incumbent must have physical ability to do strenuous hand and mechanical labor. Lifting (Floor to bench to Floor) - Tools and parts at times in excess of 100 lbs., with mechanical or other type of assistance.

Moving Material - Bagged/boxed and loose material, which may weigh 50 to 100 lbs., must be carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried include full toolboxes, welders, power hammers, saws and drills, pipe threaders, pipe/conduit benders, air condition servicing equipment etc. Incumbent should ask for assistance when moving items over 50 pounds or when necessary.

Overhead reaching - Overhead work includes lighting fixtures installations/repairs, roll-up door repairs, overhead electrical and plumbing repairs etc. done from the top of ladders or work stands.

Pushing/Pulling - Shoveling, opening garage doors, hooking up trailers, repositioning welding equipment moving stands and ladders etc.

Climbing/Balancing - Climbing is done on a regular basis, much of the work to be done is overhead and must be accomplished using ladders and work stands.

Bending/Crouching/Squatting/Crawling - Incumbent often bends continuously throughout the day while performing maintenance. All of these activities are necessary when picking up and laying down tools and material.

Importance of hearing and sight - both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving.

WORK ENVIRONMENT

Required to work in a wide range of sometimes extreme conditions, including heat, cold, strong winds, rain, sleet and

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snow.

The work schedule is normally a 4/10 schedule year round. Work schedules are at the discretion of Management and are subject to change.

Required to work out of town, on a per diem basis at a minimum of 25% of the time.

Will be required to work overtime due to storms, emergencies, special work projects, or when Management deems that it is in the best interest of the State to work overtime.

Personal safety requirements include:

- A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
- B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- C. Long pants.
- D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps or other safety gear must be worn when required by the Department.

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