

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE OPERATOR TUNNELS & TUBES	OFFICE/BRANCH/SECTION 04/Maintenance/Specialty Region	
WORKING TITLE OPERATOR Tunnels & Tubes	POSITION NUMBER 904-760-6707-xxx	EFFECTIVE DATE 02/09/2015

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:

Under general supervision of a Supervisor Tunnels & Tubes, operates, maintains, and repairs ventilation, water pumping equipment, electrical / electronic systems, lighting and traffic devices in Tunnel or Tubes for vehicular traffic.

In the event of abnormal occurrences and disturbances, incumbent is responsible in communicating / interacting with various departments (DCC, Radio Room Dispatch, etc...) and other agencies such as CHP, Fire Department, Local PD, Medical Emergency Services, etc...). The position is subject to a minimum of continuous and direct control and is guided by policy, procedures, operation manuals and Emergency Response Plan.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	E	Under general supervision is the lead technician in the cleaning, servicing, maintaining, lubricating, and repairing of electrical, electronic and mechanical equipment used in the operation of the tunnels and Tubes for vehicular traffic, including motors, ventilation fans, water pumping equipment, electrical / electronic systems and lighting; lubricates and changes oil in all gear boxes, chain drives, and other equipment as required. Keeps log on all maintenance and repair activities
35%	E	Operates electrical, electronic and mechanical equipment, including the console and District Communication equipment; will, on occasion, be assigned as the Console Operator watch in the control room, monitors all controls, lights, fire alarm systems, telephones, CO analyzers, remote TV cameras, etc.; operates the radio, receives and handles emergency calls; identifies problem and location of emergency, contacts appropriate Caltrans unit or individual and accurately transmits information; maintains log of all calls and maintains records of maintenance work performed.
15%	E	Operates and maintains various equipment use in washing and cleaning the tunnels and tubes such as Tunnel Washes, personnel hoist, light trucks, waste water recovery equipment and other associated equipment in the clean-up and washing of the facility.
15%	E	Cleans buildings, tunnels, tubes and surrounding areas; sweeps floors, stairs, hallways, landings, wipes down all handrails, blowers, motors, pedestals, chain guards, tops of blower ducts, etc.; cleans sumps, sump pumps in building and roadway sumps; washes down blowers; sweeps exhausters, blower ducts and sidewalks; cleans restrooms and other areas as required; reports on work done.

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

Directs the work of Maintenance Worker, Tunnels and Tubes, as his helper, and assists in developing the subordinate's skills. At times may direct the work of a small crew in a complex repair or installation assignment.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of methods, practices, and materials used in the installation, operation, maintenance and repair of automotive vehicles, Tunnels and Tubes equipment and facilities.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes routine decisions pertinent to his phase of responsibility base upon his experience, knowledge, policy and operational manuals of the Department. He responds to emergencies as needed and keeps the Supervisor informed. By making the right decisions at the correct time in emergency situations or in handling routine operational problems, he assists in providing safety, assures the continued operation of the vehicular facility and assists in determining the mechanical condition of the Tunnels or Tubes.

PUBLIC AND INTERNAL CONTACTS

This position will generally have some public contact. At times, the incumbent may be called upon to conduct a guided tour for visitors through the facility and incumbent may have some public contact while assisting disabled motorists or receiving calls for emergency call-outs.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent must be physically capable of utilizing writing instruments, hand tools, and electric tools. Incumbent may be required to bend, stoop, twist, power grasp, use fine manipulation, stand, sit, squat, lift and pull during performance of their duties. Incumbent must have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding and working on other structures associated with state facilities. Incumbent should have visual and color acuity adequate for performing the essential functions of the job.

Mental: Incumbent must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide an end product that is safe and usable. They may be required to work days/evenings/nights, 10 hour shifts and have days off other than weekends

Emotional: Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties.

WORK ENVIRONMENT

The incumbent may work in a climate controlled office under artificial lighting, in the air ducts, portal buildings tunnel roadways, and confined spaces. They may be exposed to dirt, noise, allergens, pollen, uneven surfaces, traffic hazards and/or extreme heat or cold

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