

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 6707	EFFECTIVE DATE 05/01/2015

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 and water pumping equipment, electrical systems, lighting and traffic devices in Tunnel or Tube for vehicular traffic. This position is subject to a minimum of continuous and direct control and is guided by policy, procedures, and operation manuals; at times may be supervised in general and not close, continuous, or concerned with details.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% 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 systems and lighting and associated controls; lubricates and changes oil in all gear boxes, chain drives, and other equipment as required.
25% E	Operates electrical 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.
25% E	Operates various automotive equipment including light Category III tow truck, for emergency and towing of disabled vehicles.
20% M	Cleans buildings; 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 exhauster, 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 subordinates' skills. At times may direct the work of a small crew in a complex repair or installation assignment

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Thorough knowledge of methods, tools, equipment used in the installation, operation, maintenance and repair of Tunnel and Tube equipment and machinery. General knowledge of applicable provisions of the California Vehicle Code, controlling operation of vehicular Tunnels and Tubes; ability to keep records and accounts of employees' time and of materials and equipment used; interpret intricate blueprints and sketches; analyze situations accurately and take effective action; posses a valid California Class 3 Drivers' License. The incumbent analyzes plans, drawings, and studies circuitry and systems when reviewing the many facets of the Tunnel and Tube. When troubleshooting, he/she must be well versed in the operation and use of a wide variety of sophisticated testing equipment. Employee's assignments are general assignments covering a variety of types of pumps, mechanical devices and electrical facilities and various levels of difficulty, which he/she must analyze in deciding how to accomplish their assignment.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes routine decisions pertinent to his/her phase of responsibility based upon his/her experience, knowledge, policy and operational manuals of the Department. He/she 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/she assists in providing safety, assures the continued operation of the vehicular facility and assists in determining the mechanical condition of the Tunnel or Tube.

PUBLIC AND INTERNAL CONTACTS

The position will generally not require extensive public contact. At times, while moving disabled vehicles or receiving calls for emergency call-outs, incumbent will deal with the public, and may be called upon to conduct a guided tour for visitors through the facility. Internal contact would usually be limited to the maintenance region.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Operator, Tunnels and Tubes may be required to sit for long periods of time using a keyboard and video display terminal or they may be required to work in the air-ducts, portal buildings, tunnel roadways, or confined spaces. They may be required to work nights/days/10 hour shifts and have days off other than weekends.

WORK ENVIRONMENT

Operators, Tunnels and Tubes 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, 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