

**California Department of Transportation  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Operator, Tunnels & Tubes		<b>DISTRICT/DIVISION/OFFICE</b> 04/Maintenance/ Specialty Region	
<b>WORKING TITLE</b> Operator, Tunnels & Tubes	<b>POSITION NUMBER</b> 904-760-6707-	<b>EFFECTIVE DATE</b> 01/09/2014	

**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; 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 JOB 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 Tubes for vehicular traffic.

The 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**

(30%) (E) Under general supervision is the lead technician in the cleaning, servicing, maintaining, lubricating, and repairing of electrical 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; 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 disable 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.

### **SUPERVISION 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**

Thorough knowledge of methods, tools, and 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; possess a valid California Class 3 Driver's

The incumbent analyzes plans, drawings, and studies circuitry and systems when reviewing the many facets of the Tunnel or 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 must analyze in deciding how to accomplish his assignment.

### **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

The incumbent makes routine decisions pertinent to his phase of responsibility based 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**

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.

### **WORK ENVIRONMENT**

Operators Tunnels & 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.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

The Operators Tunnels & 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 has days off other than weekends.

I certify that I can perform the duties listed above with/without reasonable accommodations.<sup>2</sup>

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EMPLOYEE

DATE

I have discussed and provided a copy of this duty statement to the employee named above.

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SUPERVISOR

DATE

<sup>1</sup> Refer to the "Typical Duties" section to determine if a duty is essential or marginal.

<sup>2</sup> If you believe you may require reasonable accommodations, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodations, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.