

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE PLUMBER I	OFFICE/BRANCH/SECTION 07/MAINTENANCE/NORTH REGION	
WORKING TITLE PLUMBER I	POSITION NUMBER 907-610-6549	EFFECTIVE DATE 07/2014

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 Maintenance Manager II the incumbent operates light vehicles and equipment requiring a Class C California Driver's License used by assigned unit, and works individually or with a crew performing tasks related to landscape irrigation maintenance and facility plumbing equipment. Incumbent installs, maintains, inspects and repairs standard irrigation systems used in landscape watering. The incumbent will be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers. This position is represented under collective bargaining.

Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
75% E	Incumbent installs, maintains, inspects and repairs standard irrigation systems used in landscape watering. Includes automatic irrigation controllers, water valves, backflow prevention devices, electrical pump booster units, irrigation pipe PVC/metal up to 6". Assure the annual inspection and compliance of backflow prevention devices.
15% E	Incumbent maintains, inspects and repairs standard water, gas, sewer line connections-fittings-various pipe sizes found in maintenance facilities including field offices, rest areas, Vista Points, freeway pump stations.
10% E	Input time in IMMS. Monitor E-mail in Lotus Notes. Maintain assigned State vehicles 6 month safety inspection. Attend mandatory safety meetings and training. Maintain a plumbing shop, make rough sketches and estimate labor and materials for minor plumbing installation and repair; advise in selection, ordering, and storage of plumbing supplies and equipment. Maintain records for irrigation repairs and supplies.

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 Crew Leader over other Caltrans workers, Special Program Workers, such as CCC, probationers, etc.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in installing, maintaining, inspecting and repairing standard plumbing equipment; Safety Orders of the Division of Industrial Safety applicable to plumbing; building codes. Ability to work safe and work effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property.

ADA Notice

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PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/ representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. Contact may be with hostile public, the employee is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating power tools; roto hammer, jack hammer, trash pump, electric wire locator, chipping hammer etc. and hand tools; shovel, wrench, pliers, digging bar, wire cutters etc. 80% of the time on a year-around basis.

The remainder of the activity is labor intensive and includes but is not limited to the following:

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift.
Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to; assist with the loading and unloading of a valves, pipe, controllers, pumps which can weigh over 75 lbs, shoveling dirt, mud, asphalt.

Another type of lifting is loading/unloading materials/supplies/tools to assigned vehicle.
Incumbent should ask for assistance when moving items over 50 pounds.

Transport and/or carry – Bagged/boxed material from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools transported and/or carried include power tools; roto hammer, jack hammer, trash pump, electric wire locator, chipping hammer etc. and hand tools; shovel, hoses, signs, standards, flags, cones, etc. and may be carried on uneven terrain.

Overhead reaching – Overhead work includes but not limited to work at facilities, Vista Points, rest areas on overhead lighting.

Other Reaching – Includes but not limited to setting cones, shoveling, driving, using digging bar, setting work signs, and picking up cones.

Pushing/Pulling – Includes but not limited to shoveling, opening garage doors, hooking up trailers, pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts.

Twisting - The Operator twists while driving equipment and does so on a continuous basis. Other twisting is done while shoveling, digging and setting down and picking up traffic cones which weigh 10 lbs.

Climbing/Balancing – Climbing is done in/out and off/on of equipment, up and down banks and slopes.

Bending/Crouching/Squatting/Crawling – The Operator often bends continuously throughout the day while operating equipment and performing physical labor.

Simple Grasping – This activity is necessary about 80% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials.

Fine Manipulation – This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment.

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 with or without hearing aid to hear warning devices used for worker safety, i.e. look out

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alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. As per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual.

Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions.

Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations, and adopts an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by his/her unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and snow.

During the winter months the workweek is normally 5/8-hour days. The scheduling of the 5/8 days is at the discretion of the Region Management. Employee may be scheduled to work the night shift as needed to meet operational needs with proper advance notice as per the Bargaining Unit 12, Memorandum of Understanding.

May be requested to work scheduled and/or emergency overtime due to storms, callback, special work projects, or to meet operational needs. Overtime will be assigned per the Bargaining Unit 12, Memorandum of Understanding.

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

- A. Appropriate footwear, in good and sturdy condition, must be worn.
- 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. No shorts or cutoffs.
- 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, including hazmat conditions and/or incidents when required.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE