

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Plumber I	OFFICE/BRANCH/SECTION Santee/Maintenance	
WORKING TITLE Plumber I	POSITION NUMBER 911-610-6549	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:

Under the direction of a Caltrans Maintenance Supervisor, the Plumber I maintain and repairs mainline breaks (over 1") in irrigation systems. The Plumber I will work individually or with a crew, and may occasionally oversee other crewmembers. Plumber may be required to work overtime on weekends, holidays or may be required to work temporary and/or intermittent varied work shifts. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
55%	E	Performs plumbing repairs at maintenance facilities, safety roadside rest areas, CHP scales, and other Program's facilities as needed. Repairs ice machines, hot water heaters, pumps, sewage systems, etc. Maintains and repairs mainline breaks (over 1") in irrigation systems. Semi-annually, checks all vacuum breakers. Annually Back-flow Prevention system certification and repairs. At the request of area landscape supervisor, investigates irrigation problems/ complaints; develops and recommends solutions; performs work to upgrade or modify system for more effective water use.
20%	E	Works with supervisor and/or crew members to evaluate effectiveness of repair, instruct in maintenance techniques to minimize future problems, etc.
10%	E	Inventories and orders repair parts for irrigation systems.
10%	M	There will be some out of town travel to assist other areas when needed.
5%	M	Assists supervisor in preparation of reports of materials, equipment and labor used

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

Not a supervisory position. Frequently instructs section people in operation and minor repair of system. Oversees work and safety of probationers when hand excavation is required

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Principles, methods, materials, tools, and equipment used in plumbing; Safety Orders of the Division of Industrial Safety applicable to plumbing; and building codes. Knowledge of rules and regulations pertaining to highway maintenance practices, including placing of detour and warning signs; knowledge of accident prevention techniques as pertain to OSHA specifications and Construction Safety Orders; knowledge of materials and methods as pertain to landscape maintenance and irrigation systems; knowledge/ability to safely operate required vehicles and equipment; ability to apply the principles of effective supervision and direction in laying out work assignments for others and in getting them to work together effectively and safely; ability to keep records of material, equipment, expenses and employees' time.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Judgment is exercised in making decisions relative to the safety of self and the public; evaluating irrigation system problems and determining most effective means of repair. Evaluate facility potable, non-potable, and sewage system best management practices for the health and safety of the employees and the public.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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PUBLIC AND INTERNAL CONTACTS

Occasional contact with the public. Frequent contact with Maintenance Supervisors and their crews, and parts vendors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must hear at a level sufficient to hear warning shouts and backup bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings, and sufficient night vision to respond to call outs after-hours. Prolonged sitting required to operate equipment; sufficient manual dexterity to operate controls and make repairs. Work with the crew and responding to call outs require prolonged standing; bending, stooping, kneeling; loading/unloading materials (to 50 pounds). If assigned to storm patrol, incumbent will be seated in his/her equipment length of shift.

WORK ENVIRONMENT

Most work is done outdoors, where incumbent is exposed to dust, exhaust fumes, noise, uneven surfaces, extremes of heat and cold. Personal safety requirements include but are not limited to:

- A serviceable leather work shoe or boot, in good and sturdy condition, must be worn; such footwear should be specifically fabricated for use in highway maintenance or construction activities.
- Shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- Long pants. No shorts or cutoffs.
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Provided safety gear--hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, harness and lanyard, 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