

POSITION DUTY STATEMENT

PM-0924 (REV 12/2007)

CLASSIFICATION TITLE

Caltrans Maintenance Plumber I

DISTRICT/DIVISION/OFFICE

District 12/Maintenance/Field Maintenance

WORKING TITLE

Caltrans Maintenance Plumber I

POSITION NUMBER

912-641-6549-xxx

EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility cross California by being innovative and flexible; reporting to work as scheduled; 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 STATEMENT: BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS (INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS.) WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE (SUCH AS A DRIVER'S LICENSE.)

Under the direction and guidance of the Caltrans Maintenance Supervisor and Area Superintendent, the Caltrans Plumber I is responsible for participating fully in testing anti-backflow devices annually for Caltrans Highways throughout District 12. The incumbent is responsible for participating fully in providing service to our customers that consistently meet and exceed standards for service. Maintains and performs local repair on plumbing for field installations in District 12. Incumbent will be expected to participate in team efforts to develop innovation, and will be expected individually to implement innovation. Work week will be **Monday** through **Friday**, a **9/80** schedule, **06:00 a.m.** to **15:30 p.m.** with every other **Friday off**. **Friday** worked will be from **06:00 a.m.** to **14:30 p.m.**

The incumbent may 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 at times.

This classification requires a valid class C drivers' license. Duties include, but are not limited to:

TYPICAL DUTIES: BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.

| Percentage Essential (E) / Marginal (M) | Job Description |
|--|---|
| 45% (E) | Overhaul and repair backflow prevention devices when necessary. Make major repairs on pipes 2-1/2" and larger galvanized, and 3" and larger PVC, repair and maintain automatic timing devices. |
| 35% (E) | Troubleshoot, maintain and perform local repair on plumbing for field installations in District 12, Superintendent Offices, maintenance stations, region office, equipment shops, weigh station scale installations, etc. Responds to emergency calls related to backflow damage and pipe breakage due to traffic accidents and theft/vandalism during off hours. |
| 10% (E) | Order and store necessary plumbing supplies and maintain an orderly plumbing shop. |
| 5% (M) | Keep simple records and prepare reports. |
| 5% (M) | Instruct and lead skilled and unskilled assistants and do other work as required. Analyze situations accurately and adopts effective courses of action. |

*ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned

**MARGINAL FUNCTIONS are minor tasks of the position that can be assigned to others

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SUPERVISION RECEIVED:

The incumbent works under the direction of a Caltrans Maintenance Supervisor.

SUPERVISION EXERCISED OVER OTHERS:

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge: Must have thorough knowledge of materials, tools and equipment used in plumbing work and have complete knowledge of plumbing codes, trenching safety and general industry safety orders and practices. Modify and change work methods to solve various problems encountered in daily operations and during emergency situations; determine equipment to complete a job.

Ability: To read blue prints and to follow plans and specifications. Ability to estimate material and labor necessary for a specific job and keep simple records. Must be able to use, operate and properly care for a variety of manual and power tools. Ability to work at a computer, input labor and material costs, and communicate via electronic mail (Email).

Analytical: Job requires a skilled craftsman able to trouble shoot all kinds of plumbing problems, with little or no supervision, and take corrective measures to solve same. Innovation of work procedure is required. Prepare correspondence, clear and comprehensive reports, and communicate effectively.

CONSEQUENCE OF ERROR / RESPONSIBILITY FOR DECISIONS:

While the incumbent is under the general direction of a Caltrans Maintenance Supervisor in the performance of plumbing tasks, good, sound decisions must be made constantly. These decisions could affect the health and safety of the public. Poor decisions or errors in judgment can have serious consequences for employee safety, public and private property, as well as possible monetary loss and embarrassment to the Department. Poor decisions could result in excessive expense to the State and damage to State facilities or injuries and damage to the traveling public.

Errors in judgment could also result in civil and/or criminal liability for the Plumber I. The incumbent needs to exercise sound judgment in determining job needs including (but not limited to) safety and in meeting emergency field situations.

PUBLIC AND INTERNAL CONTACTS:

The incumbent will have continual contact with rank & file staff, Supervisors, Area Superintendents, Region Managers, as well as other Districts and other governmental agencies. Will also have contact with the public, citizens, other agencies, representatives of Local City and county agencies and contractors doing business with District 12. Must adhere to the excellent customer service standards set by his/her unit and provide high quality service to both internal and external customers. Has contact with a variety of other Caltrans employees, the California Conservation Corps (CCC), California

Highway Patrol (CHP), and other law enforcement, regional and district office staffs. Instruct and lead skilled and unskilled assistants to assist with and perform other work as required.

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PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

The incumbent will be required to do heavy manual labor including: moving/placing heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground, lying flat on uneven or uncomfortable surfaces; working in confined spaces; and standing or sitting for prolonged periods. Will be required to use shovels to remove dirt, create trenches, and backfill same. The incumbent will be required to wear earplugs for loud noises and must wear appropriate safety gear at all times. The incumbent will be required to cleanup in the event of vehicle accidents, spills or general trash and debris. The incumbent must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others. The incumbent will be required to pass a pre-employment drug test and may be subject to reasonable suspicion testing during appointment. If incumbent possesses a commercial driver's license, employee will be required to take random drug tests through appointment.

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 emotionally stable, alert and aware at all times, at a level required for satisfactory job performance. Must be able to focus on precise work beyond the distractions of traffic, prioritize multiple assignments, be emotionally stable, alert and aware at all times. Reason logically, draw valid conclusions, make appropriate recommendations, and adopt an effective course of action. May need to determine amounts and types 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. The incumbent will be expected to respond to emergency conditions and work overtime as needed.

WORK ENVIRONMENT:

The employee will be based at a Maintenance Station in a climate-controlled environment under artificial lights, but most duties and time will be spent outdoors. When in the field, will be exposed to a wide variety of terrain and weather conditions. Weather conditions vary from a cold, windy and wet winter climate to a very hot and dry summer climate. Incumbent may respond to emergencies in adverse weather conditions; work extended hours in the performance of his/her duties.

May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep, uneven, and/or unstable terrain, fast moving traffic, and/or extreme temperatures. May be required to sit or stand for long periods of time. May be exposed to/put in stressful situations. Will be required to wear long pants and appropriate footwear in good condition, and must wear provided personal protective safety equipment including but not limited to; shirts or vests, hard hats, safety glasses, gloves, face shields, respirators, ear plugs, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively through out the assigned area and may be required to travel and work in other areas in the District.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

| | |
|-------------------------------------|------|
| EMPLOYEE NAME <i>(Please Print)</i> | |
| EMPLOYEE SIGNATURE | DATE |

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

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|---------------------------------------|------|
| SUPERVISOR NAME <i>(Please Print)</i> | |
| SUPERVISOR SIGNATURE | DATE |

Notice For individuals with sensory disabilities, this document is available in alternate formats. For information call (K916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.