STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Plumber I	District 12/Maintenance/Field Maintenance	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Plumber I	912-xxx-6549-xxx	

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 and guidance of the Caltrans Maintenance Supervisor and Area Superintendent, the Plumber I is responsible for participating fully in the testing anti-backflow devices annually for Caltrans Highways in District 12. The incumbent is responsible for participating fully in providing service to our customers that meet and exceed our customer's standards for services. 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. 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. This position is represented under collective bargaining.

This classification requires a valid and unrestricted class "C" driver's license. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Test anti-backflow devices annually for Caltrans Highways in District 12. Overhaul and repair backflows when necessary. Make major repairs on pipes 2 1/2" and larger galvanized and 3" and larger PVC, repair and maintain automatic timing devices.
25%	E	Maintains and performs local repair on plumbing for field installations, superintendent offices, maintenance station, region office, equipment shops, scale installation, other state offices. Responds to emergency calls related to backflow damage and pipe breakage due to traffic accident during off hours.
15%	E	Work with supervisor and/or crew members to evaluate effectiveness of repair, instruct in maintenance techniques to minimize future problems.
5%	M	Instruct and lead skilled and unskilled assistants and does other work as required. Analyze situations accurately and adopt an effective course of action.
5%	M	Keep simple records and prepares reports.

[1]ESSENTIAL 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 formal supervision will be performed. On occasion, may give functional guidance to skilled and unskilled assistants to do the work as required.

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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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Must have through knowledge of materials, tools, and equipment used plumbing work and have thorough knowledge of plumbing codes and safety practices. Modify and change work methods to solve problems encountered in daily operations and during emergency situations. Ability to estimate material and labor necessary for a specific job and keep simple records. Must possess a knowlege of statewide Maintenance functions and the mission, goals, organization, and procedures of the Department of Transportation.

Ability: To read blue prints and 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 care for various manual and power tools. Communicate and follow both oral and written directions at a level for successful job performance, do manual labor, assist in work related to the maintenance of highway, structure, and landscaped areas, and keep records. The incumbent must have the ability to modify and change work methods to solve various problems encountered in daily operations and emergency situations.

Analytical: Job requires a skilled crafts person 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 communicates effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Judgement is exercised in making decisions relative to the safe operation of vehicles and equipment. Poor decisions could result in the failure to properly service, maintain and/or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the operator and or crew members and/or traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have continual contact with the 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 customer service standards set by his/her unit and provide high quality service to both internal and external customers. Has intermittent contact with a variety of other Caltrans employees, CCC's California Highway Patrol and other law enforcement, regional and district office staffs.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: 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; working in confined spaces; and standing or sitting for prolonged periods. May be required to sit in/on and drive or operate maintenance and landscape vehicles. The incumbent will be required to wear earplugs for loud noises; wear respirators and appropriate safety gear at all times. The incumbent will be required to clean up in the event of vehicle accidents, hazardous 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. This position is a drug sensitive class. The incumbent will be required to pass a pre-employment drug test and subject to reasonable suspicion testing during appointment. Incumbent will be required to take random drug tests throughout 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 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 adopt 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 their unit and provide high quality service to both internal and external customers.

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WORK ENVIRONMENT

The employee will be based at a Maintenance Station in a climate-controlled environment under artificial lights, but most of the duties and time will be spent outdoors operating equipment and/or performing manual labor. Weather conditions vary from a cold, windy and wet winter climate to a very hot and dry summer climate. 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/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 and/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 throughout 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 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