

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Plumber I	OFFICE/BRANCH/SECTION District 11/ Maintenance/ West Region	
WORKING TITLE Plumber Kearny Mesa Landscape	POSITION NUMBER 911-700-6549	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the direction of a Caltrans Maintenance Supervisor, the Plumber I maintains and repairs mainline breaks and valves (over 1") in irrigation systems. The Plumber I will work individually or with a crew, and may occasionally oversee other crew members. A valid Class C California drivers license is required while performing these duties. Back Flow certification desirable. Plumber may be required to work overtime on weekends, holidays or may be required to work temporary and/or intermittent varied work shifts. May be loaned to another crew. Duties include but are not limited to:

**CORE COMPETENCIES:**

As a Plumber I, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Innovation, Integrity, Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45%	E	Performs plumbing repairs at maintenance facilities, facilities restroom, safety roadside rest areas and restrooms, CHP scales, and other Program's facilities as needed. Works and repairs includes drainage, waste, and vents such as, basins, tubs, faucets, lavatories, sinks, hydrants, water heaters, dishwashers, ice machines, hot water heaters, pumps, sewage systems, back flow devices and other plumbing fixtures and equipment. Repair and maintain plumbing by replacing defective parts or replacing or mending broken pipes. Maintain, repair, and lubricate sewage equipment, using hand tools and power tools. Maintain sewage lines, tanks, floats, pumps, valves, and filter beds, using hand tools and power tools. Assemble pipe sections, tubing, and fittings, using screws, bolts, solder, plastic solvent, and caulking. Cut openings in structures to accommodate pipe and pipe fittings. Use measuring instruments, such as a measuring device or devices and level to locate and mark pipe position for installation and passage holes in structures. Cut, thread, and bend pipe to required angle, using pipe cutters, pipe-threading and pipe bending machines. Fill pipes or plumbing fixtures with water or air and observe pressure gauges to detect and locate leaks. Will repair plumbing issues in facilities and restrooms at all rest area and maintenance stations.
35%	E	Maintains and repairs mainline breaks, valves (over 1") in irrigation systems along highway right of ways. Will occasionally need to dig up/or around mainline breaks and irrigation valves along highway right of ways to perform repairs. Semi-annually, checks all vacuum breakers. Will perform Backflow repairs as needed if certified to perform such functions. 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. Install, repair, and replace pipes, valves, potable and non-potable water systems.
15%	E	Works with supervisor and/or crew members to evaluate and access damage to effect repair to irrigation and facility systems. Incumbent will work with staff providing instruction on maintenance techniques and repairs to minimize re-occurrence of problems.
5%	M	Maintain Inventory stock, including inventory counts, preparing warehouse orders, soliciting vendors, preparing purchase orders, and costing out parts in IMMS. Prepare reports of stock usage and labor costing for both facility and irrigation systems repairs.

<sup>1</sup>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**

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

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practices for the health and safety of the employees and the public.

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**PUBLIC AND INTERNAL CONTACTS**

Routine contact with crew members and supervisors, Region Office staff and/or Dispatch personnel. Occasional contact with the traveling public. May have contact with State Highway Patrol or other law enforcement agencies. Necessary to achieve a professional, businesslike relationship with the public and fellow employees. Most contacts are in person.

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**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 equipment and vehicles up to 50% of the time on a year-around basis. The remainder of the activity may be labor.

Standing, Sitting and Walking are described to equal 100% of the work time for a given period such as a work shift.

The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

A. Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each; Sitting and driving 50%.

B. Snowy day: Sitting and operating large trucks, loaders, motor graders and snow blowers 90%; walking and standing, checking out equipment, 10%.

C. Irrigation repair: Standing, bending, kneeling, twisting, operating truck 80% to 90% of day

D. Plumbing repair: Standing, bending, kneeling, twisting, 80% to 90% of day

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to: toilets, water heaters and sinks which may weigh as much as 75 lbs. Depending upon needed repairs these could be handled on an every day basis; large plumbing equipment which can weigh approximately 60 lbs.; assist with the loading and unloading of a tire in a rim which can weigh over 75 lbs. Another example of lifting is shoveling dirt or vegetation removal. Each shovel full lifted weighs approximately 15 lbs., and 1,000 to 1,500 lbs. of dirt or cut vegetation per day, would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist.

Another type of lifting is light pickup – loading garbage bags with litter, which requires continuous bending and lifting.

**CARRYING** – Bagged/boxed material, which may weigh 50 to 100 lbs., must be carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be carried on uneven terrain.

**OVERHEAD REACHING** – Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per day, pruning, holding up signs off a ladder, servicing equipment on the lube hoist, signaling other workers, and throwing/loading material in equipment.

**OTHER REACHING** – Setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs picking up cones; often done on a continuous basis, over 60% of the work shift.

**PUSHING/PULLING** – Shoveling, opening garage doors, hooking up trailers; installing plows, sanders, kettles, pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing tires and chains; pulling down on post drivers. Pulling brush and limbs, animal carcasses, and pulling chains.

**TWISTING** - The Operator twist while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones which weigh 10 lbs.

**CLIMBING/BALANCING** – Climbing is done in and out of equipment, up and down banks and used in fine manipulation of a chain slopes, ladders, stairways, (often with a load of material or supplies); onto steps and walkways to do engine checks on equipment. One example would be to climb on a heavy equipment trailer to secure the load with chain binders.

**BENDING/CROUCHING/SQUATTING/CRAWLING** – The Operator often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The Operator also crawls around and underneath equipment while checking and servicing equipment, putting on or removing snow chains and tightening or replacing grader blades.

**SIMPLE GRASPING** – This activity is necessary about 95% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials.

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**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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**FINE MANIPULATION** – This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment. A higher percentage of the time would be saw or similar 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 to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable. Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

**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.

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### 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:

Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to 30 degrees, strong winds, rain, and snow.

- 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.
- Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- Long pants. No shorts or cutoffs.
- 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.
- Possession of a valid driver's license is required to operate a State vehicle.

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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.)

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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