

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

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|---|--|-----------------------------|
| CLASSIFICATION TITLE<br>Heavy Equip Mech Apprentice, CT     | OFFICE/BRANCH/SECTION<br>Division of Equipment/Maintenance & Repair/Shop 932/021 |                             |
| WORKING TITLE<br>Heavy Equipment Mechanic Apprentice (HEMA) | POSITION NUMBER<br>932-021-3714-925  | REVISION DATE<br>12/13/2023 |

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:**

While working for the California Department of Transportation (Caltrans) within the Division of Equipment (DOE) and under close supervision from a CT Highway Mechanic Supervisor as an indentured apprentice, employee learns and performs progressively skilled work in the repair and maintenance of heavy highway equipment and automotive equipment.

This three-year apprentice-training program is intended to qualify the candidate to compete for journey level status as a Caltrans (CT) Heavy Equipment Mechanic. Employees in this class are indentured apprentices in training under provisions of the apprenticeship standards and written apprentice agreement. Employees must maintain satisfactory progress in the academic and vocational aspects of the apprenticeship program as part of the job requirement.

**CORE COMPETENCIES:**

As a Heavy Equip Mech Apprentice, CT, 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First - Pride)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence - Integrity)
- **Conflict Management**: Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence, Advance Equity and Livability in all Communities - Equity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - 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, Advance Equity and Livability in all Communities - Engagement)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)

**TYPICAL DUTIES:**

| Percentage                              | Job Description |
|---|-----------------|
| Essential (E)/Marginal (M) <sup>1</sup> |                 |

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| 55% | E | Assists a journey mechanic and receives training in the repair and maintenance of trucks, tractors, power shovels, graders, snow plows, pumps, air compressors, diesel engines, gasoline engines, automobiles and similar equipment. Assists in the construction and modification of highway equipment; learns to operate and maintain tools and machinery used in the construction, repair and maintenance of highway equipment; may assist in the inspection of equipment to locate and determine the extent of necessary repairs and the corrective action necessary. Takes after hour's courses necessary to round out his/her training. |
| 30% | E | Makes repairs on a level commensurate with his/her knowledge and abilities, under the direction of a journey mechanic.   |
| 10% | E | Studies and tests in apprenticeship related materials.   |
| 5%  | M | To ensure safety standards, keeps tools and work area clean. May pressure wash equipment. Prepares selected equipment for sale by removing Department identifications such as Department decals, identification numbers, State of California documentation (registration, insurance). Responsible for the proper disposal of hazardous waste such as used oil, used antifreeze, and used batteries   |

<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.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None

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**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have the ability to: learn aspects of automotive and heavy equipment type repairs that includes such items as hydraulics, final drives, transmissions, engines, electrical and suspensions; must have a general knowledge of tools and materials; read, write, and understand English; knowledge of basic arithmetic; ability to follow written or verbal instructions; acquire acceptable work habits. Subject to working overtime and variable work shifts. Must be able to work during emergency or declared emergency situations.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Responsibility for decisions shall increase with time in the program as skills develop and general knowledge improves. Errors or bad judgment could result in improper repairs to equipment, which could lead to breakdowns, added expense, and unsafe situations. Failure to meet related training schedules and passing scores could result in extended time in the program. Repeated failures could result in dismissal.

This position has been designated as safety sensitive in accordance with Department of Personnel Administration Rules 599.960 and 599.961. Use of alcohol and/or drugs that impede the employee's ability to perform his or her duties safely and effectively could clearly endanger the health and safety of others, resulting in injury and or death.

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**PUBLIC AND INTERNAL CONTACTS**

Low incidence of public contact. Medium incidence of internal contact. May be temporarily placed in vendor's establishments to gain specialized experience.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Ability to: stand and walk on concrete flooring all day, frequently stooping, bending, kneeling, crouching, pushing, pulling, reaching, twisting, being able to lift, carry, and climb; lift and move 20 lbs. repeatedly, 20-50 lbs. frequently to occasionally and over 50 lbs. rarely; also lift up to 40 lbs. overhead occasionally; climb stairs carrying objects weighing up to 50 pounds occasionally; operate forklifts and hand operated material-handling devices.

Possession of a class "C" driver's license and able to travel to distant locations in inclement weather.

Will be required to wear safety equipment including eye protection (safety glasses), ear protection, safety vest, and hard hat or

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bump cap etc. Must be able to wear protective clothing as required and furnished by the Division of Equipment.

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WORK ENVIRONMENT

Employees will normally work in an indoor shop environment. Shop environments may undergo excessive temperature variance from high heat and humidity to cold and humid. On occasion, employees may have to perform work outdoors. Climate conditions may vary from California coastal, valley, low and high deserts, and mountain. Travel may be required.

Employees are frequently exposed to high decibels of noise, dirt, and products that may contain chemicals known to the State of California to cause cancer and/or birth defects. The use of Personal Protective Equipment is required.

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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

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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