

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Maint Wrk, Tunnels&Tubes	OFFICE/BRANCH/SECTION 04/Maintenance/Specialty Region	
WORKING TITLE Maintenance Worker, Tunnels & Tubes	POSITION NUMBER 904-760-6710-xxx	REVISION DATE 09/11/2024

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 supervision of a Supervisor, the Maintenance Worker performs a variety of semiskilled manual tasks in the maintenance and repair of equipment used in the operation of tunnels and tubes facilities for vehicular traffic including motors, ventilation fans, water pumping equipment, electronic systems, electrical systems, and lighting. Assists in the operation of such equipment and do other related work. Maintenance Worker must become proficient in: Common methods, practices and materials used in the installation, operation, maintenance, and repair of tunnel or tube equipment facilities. Safety practices required in vehicular tunnel and tube operation. The Maintenance Worker cleans, services, and assists in maintaining, lubricating and changing oil in all gear boxes, chain drives and other equipment. Also, includes repairing electrical and mechanical equipment used in the operation of Tunnels and Tubes for vehicular traffic. Learns and assists in the operation of electrical and mechanical equipment, including the operator console and District Communications equipment; will, on occasion, be assigned as the Console Operator watch in the control room, monitors all controls, lights, fire alarm systems, telephones, Carbon Monoxide (CO) analyzers, remote TV cameras, etc.; operates the radio, receives and handles emergency calls; identifies problem and location of emergency, contacts appropriate Caltrans unit or individual and accurately transmits information; maintains log of all calls and maintains records of maintenance work performed as spelled out in the Caltrans Emergency Response Plan (ERP) and other policies and procedures. A valid and unrestricted Class C driver's license is required.

CORE COMPETENCIES:

As a Maint Wrk, Tunnels&Tubes, 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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Equity, 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 - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Innovation)
- **Diagnostic Information Gathering:** Identify information needed to clarify a situation, seeking that information from appropriate sources. (Safety First - Engagement)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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35%	E	Under supervision of a Tunnels and Tubes Supervisor, cleans, services, and assists in maintaining, lubricating, and repairing electrical and mechanical equipment used in the operation of the Tunnels and Tubes for vehicular traffic, including motors, ventilation fans, water pumping equipment, electrical systems, lighting; lubricates and changes oil in all gear boxes, chain drives, and other equipment as required.
30%	E	Learns and assists in the operation of electrical and mechanical equipment, including the operator console and District Communications equipment; will, on occasion, be assigned as the Console Operator watch in the control room, monitors all controls, lights, fire alarm systems, telephones, CO analyzers, remote TV cameras, etc.; operates the radio, receives and handles emergency calls; identifies problem and location of emergency, contacts appropriate Caltrans unit or individual and accurately transmits information; maintains log of all calls and maintains records of maintenance work performed.
25%	E	Cleans buildings; sweeps floors, stairs, hallways, landings, wipes down all handrails, blowers, motors, pedestals, chain guards, tops of blower ducts, etc.; cleans sumps, sump pumps in building and roadway sumps; washes down blowers; sweeps exhausters, blower ducts and sidewalks; cleans restrooms and other areas as required; reports on work done.
10%	M	Operates various automotive equipment including shadow trucks, barrier vehicles, pick-up trucks, and trailers, etc.

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

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of methods, practices, and materials used in the installation, operation, maintenance and repair of automotive vehicles, Tunnels and Tubes equipment and facilities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes routine decisions pertinent to his phase of responsibility based upon his experience, knowledge, policy, and operational manuals of the Department. The employee responds to emergencies as needed and keeps the Supervisor informed. By making the right decisions at the correct time in emergency situations or in handling routine operational problems, assists in providing safety, assures the continued operation of the vehicular facility and assists in determining the mechanical condition of the Tunnels and Tubes.

PUBLIC AND INTERNAL CONTACTS

This position will generally have some public contact. At times, the incumbent may be called upon to conduct a guided tour for visitors through the facility and incumbent may have some public contact while assisting disabled motorists or receiving calls for emergency call-outs.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to bend, stoop, twist, power grasp, use fine manipulation, stand, sit, squat, lift and pull during performance of their duties. Incumbent must have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding, and working on other structures associated with State facilities. Incumbent should have visual and color acuity adequate for performing the essential functions of the job.

Mental: Incumbent must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide a product that is safe and usable. They may be required to work days/evenings/nights, 10 hour shifts and have days off other than weekends.

Emotional: Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers, and the public during the performance of their duties.

WORK ENVIRONMENT

The incumbent may work in a climate-controlled office under artificial lighting, in the air ducts, portal buildings tunnel roadways, and confined spaces. They may be exposed to dirt, noise, uneven surfaces, traffic hazards and/or extreme heat or cold.

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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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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

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