

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Operator Tunnels & Tubes	OFFICE/BRANCH/SECTION 04/Maintenance/Specialty Region	
WORKING TITLE Operator, Tunnels & Tubes	POSITION NUMBER 904-760-6707-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 the general supervision of a Supervisor, Tunnels and Tubes, the incumbent operates, maintains, and repairs ventilation and water pumping equipment, electrical systems, lighting and traffic signal devices in Tunnels and Tubes facilities for vehicular traffic. Will do electrical, mechanical, and electronic maintenance work required during tunnel and tube operation. Must have the ability to read, interpret, and work from plans, drawings, and specifications; keep simple records and make reports; lay out and direct work for unskilled assistants; analyze situations accurately and take effective action. A valid and unrestricted Class C Driver's License is required.

**CORE COMPETENCIES:**

As an Operator 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety First - Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Integrity)
- **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 - 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. (Safety First - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First - Integrity)
- **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. (Safety First - Integrity)
- **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. (Safety First - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First - Integrity)
- **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 - Integrity)

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
35%	E	Under general supervision is the lead technician in the cleaning, servicing, maintaining, lubricating, and repairing of 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, and lighting; lubricates and changes oil in all gear boxes, chain drives, and other equipment as required.

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30%	E	Operates electrical and mechanical equipment, including the console and District Communication 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 exhauster, blower ducts and sidewalks; cleans restrooms and other areas as required; reports on work done.
10%	M	Operates various automotive equipment including light Category III tow truck, for emergency and towing of disabled vehicles.

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<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

If assigned to Caldecott Tunnel, will direct the work of Maintenance Worker, Tunnels & Tubes as a helper, and will assist in developing the subordinates' skills. At times may direct the work of a small crew in a complex repair or installation assignment

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Thorough knowledge of methods, tools, equipment used in the installation, operation, maintenance and repair of Tunnel and Tube equipment and machinery. General knowledge of applicable provisions of the California Vehicle Code, controlling operation of vehicular Tunnels and Tubes; ability to keep records and accounts of employees' time and of materials and equipment used; interpret intricate blueprints and sketches; analyze situations accurately and take effective action. The incumbent analyzes plans, drawings, and studies circuitry and systems when reviewing the many facets of the Tunnel and Tube. When troubleshooting, he/she must be well versed in the operation and use of a wide variety of sophisticated testing equipment. Employee's assignments are general assignments covering a variety of types of pumps, mechanical devices and electrical facilities and various levels of difficulty, which he/she must analyze in deciding how to accomplish their assignment.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes routine decisions pertinent to his/her phase of responsibility based upon his/her experience, knowledge, policy, and operational manuals of the Department. He/she 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, he/she assists in providing safety, assures the continued operation of the vehicular facility and assists in determining the mechanical condition of the Tunnel or Tube.

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### PUBLIC AND INTERNAL CONTACTS

The position will generally not require extensive public contact. At times, while moving disabled vehicles or receiving calls for emergency callouts, incumbent will deal with the public, and may be called upon to conduct a guided tour for visitors through the facility. Internal contact would usually be limited to the maintenance region.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Operator, Tunnels and Tubes may be required to sit for long periods of time using a keyboard and video display terminal or they may be required to work in the air-ducts, portal buildings, tunnel roadways, or confined spaces. They may be required to work nights/days/10 hour shifts and have days off other than weekends.

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### WORK ENVIRONMENT

Operators, Tunnels and Tubes 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.

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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