

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

| | | |
|--|--|---------------|
| CLASSIFICATION TITLE Maintenance Mechanic | OFFICE/BRANCH/SECTION Maintenance Support/ Maintenance/Caltrans | |
| WORKING TITLE Maintenance Mechanic | POSITION NUMBER 903-600-6940- | REVISION DATE |

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direct supervision of the Staff Services Manager I (SSMI) incumbent performs a variety of skilled work in the operation, maintenance and repair of Maintenance Support buildings which includes the district Warehouse, Main Support building and Support Cottage facilities. Incumbent will also perform work on various Maintenance facilities throughout the district in direct relation to Stormwater compliance/deficiencies as established by the Maintenance Support Stormwater Coordinator. The incumbent will manage contracts necessary to perform work to achieve the units goals. This position is required to travel throughout the district, incumbent must possess a valid Class C driver's license. Duties may include, but are not limited to:

CORE COMPETENCIES:

As a Maintenance Mechanic, 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 - Integrity)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Innovation)
- **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. (Employee Excellence - Stewardship)
- **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. (Employee Excellence - Integrity, Stewardship)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Stewardship)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Stewardship)
- **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. (Employee Excellence - Integrity)
- **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. (Employee Excellence - Innovation, Stewardship)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Employee Excellence - Innovation)

TYPICAL DUTIES:

| Percentage | Essential (E)/Marginal (M) ¹ | Job Description |
|------------|---|---|
| 25% | E | Inspects, maintains, and repairs plumbing, heating, water, and other building systems by evaluating the functionality of equipment and systems, and reading blueprints and specifications to understand and provide information on system problems in order to maintain and repair all building systems to ensure the health and safety of the building occupants in accordance with published guidelines and industry standards. |

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

| | | |
|-----|---|--|
| 25% | E | Responds to service requests and/or emergency calls submitted by Maintenance Facilities Contract Manager by performing repairs and electrical maintenance and making recommendations to supervisor(s) on repairs in order to mitigate emergency conditions, minimize damage and ensure the health and safety of the building occupants in accordance with published guidelines and industry standards. |
| 25% | E | Performs minor building construction and repair work by completing interior and exterior painting and assisting trades personnel with interior/exterior concrete surfaces, roofing, and furniture in order to maintain the reliability and long-term functionality of buildings and spaces and ensure the health and safety of the building occupants in accordance with published guidelines, manufacturer's specifications and industry standards utilizing the appropriate hand and/or power tools. Creates, manages and oversees service contracts which will perform work that is above civil service skill level or requires special certifications to complete tasks. |
| 10% | E | Monitors contracted work on building systems by inspecting work for quality, tracking warranties of all equipment, and updating work order tickets in Maximo and/or Microsoft Office in accordance with published guidelines and industry standards in order to review contracted services and operational equipment to ensure continuous and efficient operations of all building systems and equipment. |
| 10% | E | Attends job-specific trainings to keep knowledge current. Organizes, maintains, and reviews current and historical files as well as equipment listings on supplies, equipment, and tools in order to make recommendations on recurring maintenance, special repairs, and supply prices to ensure proper budget planning. Oversees the maintenance and design code changes for seven tiered security locking systems, records of bittings (1500 combinations presently being used), necessity of re-keys, and installation of necessary security hardware. |
| 5% | M | Record-keeping and reporting: pre and post operative equipment checks, Material usage reports, visa card purchase records. Other duties as requested by management. |

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

No supervision, may provide functional guidance to others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Three years of journey person experience in a mechanical trade. Knowledge of: methods, materials, and equipment used in the operation and repair of plumbing, heating, electrical, water and sewer systems; materials, methods, and tools used in the repair of mechanical equipment and in miscellaneous building maintenance and repair work and skill in the performance of such work; Safety orders of the Division of Industrial Safety dealing with heating, electrical, plumbing, and other mechanical systems. Ability to read, interpret, and work from plans, drawings, and specifications; estimates materials needed; keep records, follow oral and written directions. Get along well with others, read and write at a level appropriate to carrying out job functions as stated above and superior mechanical ability.

Possession of a valid Class C California Driver License.

Ability to work safely around high-density traffic.

Ability to work effectively alone or with others.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for their own actions, decisions, quality of work and proper use of State time, equipment and materials. Improper use of State time, equipment and material, inability to perform the essential duties stated above, failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination. Misuse of service contracts may incur legal ramifications for violations of rules.

PUBLIC AND INTERNAL CONTACTS

The incumbent is involved in daily email, telephone and in-person contact with public and Caltrans employees. Incumbent is required to project a professional and courteous businesslike manner, and develop and maintain effective working relationships internally and externally.

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

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

situations to give ranges for the activities. Generally, activities can be broken down into operating mechanical equipment and tools 45% of the time on a year-around basis. The remainder of the activity is labor.

Standing, Sitting and Walking - Standing and walking using hand tools 50%; Sitting and driving 20%. Twisting and turning, climbing, shoveling 30%.

Lifting (Floor to Bench to Floor) – Items listed may be any of the following but not limited to lifting tools, tools box, mechanical devices such as pumps and motors.

Carrying – Repair material, which may weigh 50 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.

Various items carried include any type of building material supplies, specific tools to accomplish job, tool box, small motors, pumps, lumber, plumbing material and supplies, and may be carried on uneven terrain.

Overhead Reaching – Overhead work includes pulling yourself up into many types of work environments from 0 to 30 times per day, working off a ladders, servicing equipment or doing mechanical repairs, signaling other workers, and throwing/loading material in equipment.

Other Reaching – Setting cones, lubing and checking equipment, shoveling, driving, using digging bar, shifting, holding tools or material; may be done on a continuous basis.

Pushing/Pulling – Shoveling, opening garage doors, hooking up trailers, pulling on hoses, tightening and loosening nuts on bolts. Installing and removing items such as pumps, small motors; pulling down on post drivers.

Twisting - The incumbent twist while driving equipment. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up material, supplies, and tools.

Climbing/Balancing – Climbing is done in and out of work areas, such as rafters, attics, up and down ladders and used in fine manipulation of a ladders, stairways, (often with a load of material or supplies); onto steps and walkways. One example would be to climb up a ladder carrying supplies to work on an air conditioning unit on a roof or in attic area.

Bending/Crouching/Squatting/Crawling – The incumbent often bends continuously throughout the day while operating tools and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. May also crawl around and underneath job site area while checking and servicing facilities, and putting on or removing parts.

Simple Grasping – This activity is necessary about 95% of the shift; climbing in/out and around job areas, operating and repair of equipment, using hand tools and handling materials.

Fine Manipulation – This occurs less than 2% of a day and usually while writing reports, reading through installation material or manipulating the knobs and levers on the tools. A higher percentage of the time would be saw, drill and hand tool operation.

Importance of Hearing and Sight – both are essential on the job because the Maintenance Mechanic often 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, sensors, 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.

WORK ENVIRONMENT

Incumbent when performing office duties will work in a climate controlled office setting under artificial lighting. Incumbent will be exposed to computers, various lighting conditions, and stand or sit for prolonged periods; must be able to work at a keyboard and focus on complex tasks for long periods of time and must be able to organize and prioritize large volumes of work and documents.

Incumbent will also be required to work in the field within the District in a wide range of sometimes-extreme conditions including snow, rain, fog and heat. Confined space training may be required. In the field, will work upon the highway exposed to traffic and in a maintenance vehicle. Position requires frequent travel within the District and occasionally to other Districts and Headquarters. When performing fieldwork the incumbent shall wear required personal protective equipment in accordance to rules and regulations set forth by Caltrans Safety Manual and Caltrans Maintenance Manual.

The incumbents normal working hours will be set between 7:00 am and 5:00 pm. Incumbent must be able to work independently or in a group environment. May be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.