

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Building Maintenance Wrkr	OFFICE/BRANCH/SECTION Division of Equipment/023	
WORKING TITLE Building Maintenance Wrkr	POSITION NUMBER 932-023-6215-925	REVISION DATE 04/03/2023

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:**

Within the Division of Equipment (DOE) and under the supervision of a Highway Equipment Superintendent III, Highway Equipment Superintendent I, Highway Mechanic Supervisor, and/or direction of a Heavy Equipment Mechanic Leadworker, the incumbent will be working in a shop and/or field environment performing inspecting Equipment facilities for safety hazards/concerns. Completes various records and reports, uses computer equipment to input time spent on tasks performed. Incumbents will assume responsibility for reasonable safeguards, proper use and handling of materials, equipment, and facilities. Valid class C driver's license required. At times, may be necessary to work outside and/or travel to assist at other field mechanic's location, or other highway maintenance station and must be able to do so in inclement weather. Job assignments may be subject to travel, rotation, changes of shift, work hours, and work days.

**CORE COMPETENCIES:**

As a Building Maintenance Wrkr, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (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. (Safety First - Pride)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety First - 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 - Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First - Pride)
- **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 - 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 - 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 - 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 - Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
50% E	Maintains the Equipment Shop and its facilities to ensure a safe, clean, and orderly work area. Performs shop housekeeping such as sweeping, cleaning, debris/trash removal, proper disposal of hazardous waste, and occasional landscape clean-up. Cleans, maintains, and repairs building facilities and equipment such as; repairing electrical lines lighting fixtures, fuses, cooling and heating systems, plumbing, windows, doors, screens, shelving, floors and assists in wall repairs, painting buildings, equipment and signage; assists repairs to roofs; and makes reports on work done. Operate automotive equipment and request supplies.

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15%	E	Performs pre-operation inspections on equipment which includes automobiles, trucks, personnel hoists, spray equipment, pumps, air compressors, diesel and gasoline engines, and similar equipment used in the CalTrans fleet. This includes such things as checking oil/fluids, checking tire pressure, ensuring horn and lights work.
10%	E	Performs various duties on equipment fleet at all times. This may include pressure washing equipment, changing tires, preparing equipment for sale, and fueling.
10%	E	Performs security walk around Equipment yard to ensure grounds are secure. Reports and repairs damage to fences. Works with appropriate staff to ensure gates are locked as needed and electronic gates are in working order.
05%	E	Inspects and maintains eye wash stations and safety showers to ensure they are clean, safe and working properly. Reports any concerns to appropriate staff.
05%	E	Uses a personal computer to input times, work orders, and retrieve vehicle records.
05%	M	Travel to various locations to transfer equipment or deliver pool cars for various reasons. This includes dropping off/picking up vehicles used by Caltrans Executive staff and to vendors for possible diagnostics or repair not handled by the Division of Equipment staff.

<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**

None

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: Proper handling and disposal of hazardous materials; basic occupational safety work practices to protect their own health and safety and the health and safety of others; and common methods, practices, and materials used in maintenance and repair work of buildings.

Ability to: Follow oral directions; inspect automotive and heavy equipment to determine safe/working condition; work safely in an equipment repair/assembly environment, this includes indoors and outdoors in a variety of weather conditions; work in the field environment without direct supervision; operate various types of CalTrans equipment for test purposes and drive moderate distances; operate a personal computer doing simple data input and retrieval; read, write, and verbally communicate clearly in English as required for successful job performance; exercise patience when dealing with people; handle multiple priorities; work overtime and variable work shifts in inclement weather; and work during emergency or declared emergency situations.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Inaccurate estimation of repairs or poor judgment in making repairs could result in damage, costly re-work, loss of equipment, and could create a safety hazard causing injury to state employees or the general public.

Incumbent is responsible for his/her actions, decisions, quality of completed work, and proper use of state time, equipment, and materials. Improper performance of duties and/or failure to adhere to established policies, procedures, and guidelines could lead to adverse action and possible termination.

**PUBLIC AND INTERNAL CONTACTS**

Extensive contact with other shop personnel, field mechanics, district employees, and vendors.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Ability to: Stand and walk on concrete flooring all day; frequently stooping, bending, kneeling, crouching, pushing, pulling, reaching, and 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); and operate forklifts and hand operated material-handling devices.

A valid driver's license is required when operating a State vehicle. Must be 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 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

Incumbent will work in a shop environment with the possibility of short time in the field. Incumbent may/will be exposed to dirt, noise, uneven surfaces, hazardous materials and temperature changes. Incumbent may work with others or by him/herself.

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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)

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