

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Stationary Engineer	OFFICE/BRANCH/SECTION District 12 /Maintenance/ North Region	
WORKING TITLE Stationary Engineer	POSITION NUMBER 912-610-6712-xxx	REVISION DATE 06/01/2026

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

GENERAL STATEMENT:

Under the direction of the Caltrans Maintenance Manager I, Stationary Engineer will be responsible for but not limited to HVAC systems including ventilation of office and maintenance building, boiler/heater systems, electrical components, interior and exterior lighting, transformers, testing anti-backflow devices annually on Caltrans Highways/properties, fire pumps, water, water pumps, air compressors, all types of motors, single and multi-phase electrical circuits up to 550 volts, and other mechanical systems for yard Maintenance buildings. The incumbent may be required to work overtime, irregular shifts, alternate work schedules—including nights, holidays, and weekends—and respond to emergency situations. A valid Class "C" driver's license is required when operating state vehicles.

CORE COMPETENCIES:

As a Stationary Engineer, 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. (Climate Action, Prosperity - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Employee Excellence - People First)
- **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 - Pride, 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. (Safety, Equity - Collaboration, Innovation)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Prosperity, Employee Excellence - Collaboration, Innovation)
- **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. (Climate Action - Equity)
- **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 - Collaboration, Equity, People First)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Climate Action - Innovation, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Integrity, People First)

TYPICAL DUTIES:

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

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50%	E	Operate, maintain, and repair heaters, pumps, valves, and auxiliaries. Operate, repair, and maintain refrigerant compressors, condensers, evaporators, traps, transformer pumps, expansion valves, stop valves, and float valves, together with all refrigerant lines, devices used to control temperatures and ice machines; operate, maintain and repair air compressors, together with distribution lines and all valves, devices for air control and wash rack system that includes pressure washer; operate, maintain and repair all natural and manufactured gas distribution lines, and manufacturing systems including all valves and control devices; operate, repair and maintain water fountains, water filters for all water lines required, softeners, piping and pumps used in conjunction with water distribution, including all sinks and toilet bowls, supply lines and water lines; operate, Caltrans electricians can provide guidance and assist incumbent in electrical repair, incumbent to maintain all types of motors and maintain single-phase and multi-phase electrical circuits up to 550 volts; repair and maintain electrical transformers, motors, controls machinery fixtures, appliances; repair and maintain electronic systems such as automatic alarm systems, security systems, energy management systems, equal potential grounding and automatic power transfers; calibrate control systems for air conditioning, refrigeration, heating and ventilation systems, irrigation pump systems, including air balance, domestic water supply systems, humidistat and solid state electronic motor control amplifiers; operate, maintain and repair water and sewage systems, inspect and trouble shoot electrical and mechanical systems and equipment to identify repairs needed. Monitor the operating conditions, pressures and temperature of system and equipment; perform schedule preventive maintenance on installed equipment. Annaul testing, overhaul and repair backflow prevention devices when necessary. Make major repairs on pipes 2- ½" and larger galvanized, and 3" and larger PVC, repair and maintain automatic timing devices.
25%	E	Perform building maintenance and repair, review plan layouts and seek estimates costs of electrical, mechanical, and electronic systems; Prepare RQS for Purchase Orders for parts, supplies and equipment; calculate systems requirements to seek and provide estimates for modification or replacement of systems. Works with a variety of service contracts, warranties, and purchase orders to maintain the yards facilities and grounds. Incumbent will be required to obtain and properly utilize and maintain a Caltrans Credit Card (CALCARD). Incumbent will also be required to become familiar with the non credit cards purchasing processes for non credit card items. Ability to use a laptop and software, as word, excel, adobe, budget spreadsheets. Must be able to interpret departmental policy and make clear oral and written presentations. Shall make valid decisions for the various related duties. The incumbent must be able to gather, assimilate and analyze all pertinent data relating to the subject. Follows all safe work practices and complies with CalOSHA rules and regulations, and meets with the State Fire Marshal to review and inspect building systems and ensure deficiencies are addressed and repaired. Must be able to evaluate procedures and work with maintenance support staff and yard supervisors of each location.
15%	E	Conducts inspections and troubleshoots electrical and mechanical equipment of Stormwater pump houses and related water pumps, assist with repairs with Caltrans electricians and Contractors from service contracts. Assist Caltrans Landscape and provide guidance for irrigation repairs pertaining to water flow and low voltage systems. Prepares and maintains accurate records, reports, and other documentation.
10%	M	Attend and complete mandated training, training for purchases and other training requirements. Will be required to attend and obtain backflow certification through programs recognized by the State Water Resources Control Board, the AWWA, or from an accredited institution of Caltrans choosing. Provide regular (weekly) status reports to managers. Processes invoices for payment of facility related purchases in accordance with the prompt payment act.

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

This position does not supervise staff, but the individual may act as a lead worker in performing duties.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Ability to prepare correspondence and written reports, and to communicate effectively orally and in writing. 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.

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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 driver's license is required when operating a State owned or leased vehicle.

Ability to work in confined spaces. Must be able to analyze various work situations accurately and make sound decisions. Ability assist in managing contracts for the yard's buildings and landscape maintenance and repairs. Ability to investigate problems with water and wastewater systems, gather, compile, analyze and interpret data, prepare reports and analyze written and numerical data.

Ability to organize and prioritize work including analyzing situations accurately and develop effective courses of action. Ability to assist in investigations, reach sound conclusions and prepare issue papers and reports for making improvements or changes to existing procedures and standards, when necessary. The incumbent must be able to expand on the practical application of written policies, procedures and standards.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for independent action in carrying out assigned duties relating to policy development of maintenance functions. The consequences of not considering all factors could be inconsistent or inappropriate policy setting, inappropriate application of maintenance methods, non-compliance with permits and plans.

Failure to understand and incorporate appropriate standards, requirements and policies into work product may result in harm to the environment, excess costs to the Department and damage to the District's relationship with other agencies. The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Error of judgment could jeopardize meeting project deadlines and loss of program dollars to the District. 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

Incumbent will be required to effectively work with others in their section and coordinate with other sections within the District or Programs and may be involved with technical staff members of outside agencies and local interest groups. Incumbent is required to maintain good relations with members of the public and employees from the same and other Divisions within Caltrans, as well as other agencies. Contacts with other public agencies and private individuals may be daily and the incumbent is expected to maintain a favorable image for the Department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be based at a Maintenance Station may be required to sit for long periods using a keyboard and video display terminal. Other physical activities will include standing, walking, bending at the neck and waist, stooping, squatting climbing, kneeling, twisting at the neck and waist, and traversing steep slopes. The ability to lift 50 pounds or move large or cumbersome equipment from one location to another will be necessary. other activities may be reaching above or at the shoulder, pushing or pulling, simple grasping or fine manipulation.

WORK ENVIRONMENT

Incumbent will be based at a Maintenance Station in a climate-controlled environment under artificial lights, but most duties and time will be spent outdoors. When in the field, will be exposed to a wide variety of terrain and weather conditions. Weather conditions vary from a cold, windy and wet winter climate to a very hot and dry summer climate. Incumbent may respond to emergencies in adverse weather conditions; work extended hours in the performance of his/her duties.

May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep, uneven, and/or unstable terrain, fast moving traffic, and/or extreme temperatures. May be required to sit or stand for long periods of time in the field. May be exposed to/put in stressful situations. Will be required to wear long pants and appropriate footwear in good condition, and must wear provided personal protective safety equipment including but not limited to; shirts or vests, hard hats, safety glasses, gloves, face shields, respirators, ear plugs, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively through out the assigned area and will be required to travel and work in other areas in the District.

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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
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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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