

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Maintenance Mechanic	OFFICE/BRANCH/SECTION Administration/Business/Business Management/Facilities	
WORKING TITLE Maintenance Mechanic	POSITION NUMBER 906-001-6940	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 Chief of Facilities, a Supervisor I, the incumbent will perform a variety of skilled work in the maintenance, alteration, and repair of facilities throughout District 6. This position collaborates closely with all District 6 divisions, vendors, contractors, and Headquarters Division of Business Operations.

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

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% E	Responsible for maintaining the overall functionality, safety, and comfort of the District Office facilities. Duties include conducting regular inspections, identifying repair needs, and performing both corrective and preventive maintenance on building systems and equipment. Work involves repairing sewer, water, heating, and cooling systems; cleaning, maintaining, and repairing building fixtures such as locks, windows, doors, gutters, and drains; replacing light bulbs and fuses; and completing minor repairs to furniture, cabinetry, asphalt tile, and linoleum. Operates automotive equipment and transports materials as needed. Assists Stationary Engineer in operating and maintaining chillers and other related equipment.

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30%	E	Responsible for maintaining safe, clean, and organized work areas at the District Office and Manchester through daily housekeeping tasks. Duties include preparing reports, ordering supplies and repair parts, and supporting the enforcement of safety rules and tool-control procedures. The role also involves performing preventive maintenance and coordinating with vendors and contractors to complete specialized repair work.
10%	E	Responsible for overseeing all facility key-control processes, including the creation, issuance, tracking, and documentation of facility keys. Responds to key requests from authorized personnel, ensures proper approvals and recordkeeping, and maintains secure storage and inventory of all spare and returned keys to support facility safety and accountability.
10%	E	Responds to requests for assistance regarding minor building and HVAC maintenance and repairs as requested by all district division field offices and field maintenance offices.
10%	E	Supports small construction, alteration, and building improvement tasks, including furniture repairs, minor carpentry, and refinishing. Assist with moving and organizing office furniture, equipment, and modular components. Perform interior and exterior painting and support project teams with maintenance related activities throughout District 6 facilities.
10%	M	Serves as the facility representative during State Fire Marshal inspections by providing access to all required areas, responding to inspector inquiries, and ensuring a smooth inspection process. Documents all noted deficiencies and required corrections, tracks progress, and coordinates timely completion of corrective actions. Maintains a working knowledge of California fire-safety codes and regulations to support compliance and address inspection concerns effectively.

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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Must have knowledge of common methods, practices, and materials used in maintenance 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. Must have knowledge of the California Department of Industrial Relations, Industry Safety Orders dealing with heating, electrical, plumbing, and other mechanical systems. Incumbent must have the ability to work independently, complete a variety of skilled maintenance and repair tasks; make recommendations, set priorities and meet deadlines; must work cooperatively with staff of all levels and backgrounds; must follow directions and prepare reports on on-going and completed work; read and write at a level appropriate for the classification.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Responsible for performing work in an accurate and timely manner by establishing priorities and exercising good judgment. The consequence of error or inability to perform any aspect of incumbent's responsibilities may have an adverse effect on Caltrans District 6.

PUBLIC AND INTERNAL CONTACTS
This position involves regular interaction with both District and headquarters employees, including management and supervisors, as well as vendors and contractors. The incumbent must respond promptly and provide accurate information, demonstrating strong communication skills and professionalism in all interactions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
This position requires the ability to handle demanding situations, work efficiently under pressure, and consistently meet deadlines while maintaining a positive and helpful attitude. Physical demands include walking, bending, stooping, standing, kneeling, climbing stairs, and regularly lifting and carrying equipment or boxes up to 50 pounds, as well as moving large, cumbersome

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items between locations. The incumbent should be prepared to sit or stand for extended periods of time as needed.

WORK ENVIRONMENT

The incumbent will primarily work in a climate-controlled office environment under artificial lighting. However, responsibilities also include traveling to other offices which will require time outdoors. Occasionally, the incumbent may be assigned to special projects requiring presence on-site in environments without heating or air conditioning, and on uneven terrain. Flexibility in scheduling may be necessary, as weekend and holiday work will be required to meet operational needs.

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