STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Maintenance Mechanic	04-Division of Maintenance - East Bay/Delta Region	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Maintenance Mechanic	904-640-6940-xxx	10/27/2026

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

GENERAL STATEMENT:

Under Direction of a Caltrans Bridge Maintenance Supervisor the incumbent performs a variety a skilled labor in the operation maintenance and repair of state-owned drawbridges, buildings, pump houses and other various state owned mechanical and non-mechanical structures, highways and state right of ways. Inspects, maintains, and repairs plumbing, heating, water, and sewer systems; does electrical maintenance and repair work; does miscellaneous minor building construction and repair work; estimates and requisitions materials and supplies; keeps tools and equipment in good condition; keeps records and prepares reports. May function on a day to day basis without close supervision and works individually or with a crew performing tasks related to Bridge maintenance. May instruct Lead or Supervise. Additional tasks may include, but are not limited to, concrete repair on bridge structures, signs, fence, guardrail, traffic control, and other related highway bridge maintenance tasks. Must be able to recognize deficiencies and hazards and be able to use diplomacy and tact when answering questions from the public, other government agencies and the press. Employee will be expected to respond to urgent bridge repairs and highway incidents during normal working hours, at night, on weekends, during all weather conditions. May be in close proximity to heavy traffic conditions. May be exposed to poison oak, other irritating plants, insects and animals. Must possess the ability to work above ground from scaffolds, make use of ladders and access bridge structures in excess of 200 feet above the traveled way. Employee must be comfortable working around the water from work boats and pier caps. At any time during the year the incumbent may be assigned work at any location on overnight travel status to assist other crews in performing work projects. Class C driver license required, Class B or A Desirable. Welding certifications desirable.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Innovation, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Innovation)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Employee Excellence - Innovation, Integrity)
- **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 - Innovation)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety - 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. (Employee Excellence - Integrity, 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. (Safety - 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. (Equity - Equity, Innovation, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety - Innovation)

TYPICAL DUTIES:

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

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.

30%	E	Operates, repairs, and maintains all types of motors, engines, gears and emergency generators used to power mechanical bridges, buildings, pumps, compressors, fans; repairs and maintains and multiphase electrical circuits up to 480 volts; repairs and maintains electrical transformers, motors, controllers, machinery, fixtures, and appliances and ice machines. Repairs and maintains electronic systems, such as clocks, automatic systems, security systems, energy management systems, and equal potential grounding; calibrates control systems for air conditioning, refrigeration, heating, and ventilation systems.
30%	E	Under the direction of a Bridge Maintenance Supervisor, the incumbent instructs, inspects, and performs the repair of concrete, asphalt, and epoxy overlays for bridge decks and roadways. Incumbent repairs Mechanical systems, structural steel, concrete and timber structures; maintains building and bridge facility including cleaning of bridge decks, drainage systems, piers and lubrication of various bridge components. Assists with general bridge maintenance activities including traffic safety device repair and the operation of specialized bridge maintenance equipment.
30%	E	Assists the supervisor in project planning and execution including keeping labor and material cost records. May be required to assist with purchasing materials. Must be able to keep records of labor, equipment, and materials used. May work alone or act as lead role with the planning and execution of maintenance and/or construction work on highways and other various state-owned structures. Assures that proper methods and procedures are used in the handling and application of materials utilized in the maintenance of highways and highway structures. Ensures that State equipment is properly operated and maintained. May be required to provide training on various equipment and varieties of work types, to other employees and agencies.
10%	M	Incumbent assists with traffic control duties such as setting up and execution of lane closures on two-lane and multi-lane highways, flagging operations, moving closures, and manned chain control. Required to properly set up signs, cones, barricades, message boards, and operate 2-way radios.

[1]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

The incumbent at times, may direct the crew's operation and may be responsible for projects and work performed in the absence of Supervisor and or lead worker.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: methods, materials, and equipment used in the operation and repair of mechanical systems, 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. This position is required to travel throughout the region and possibly other regions. Possession of a valid class C Driver License is required.
Ability to work safely around high-density traffic. Ability to work effectively alone or with others.
Ability to assist supervisor in preparing workload plan, and analyzing situations accurately and adopting an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly operate, service, or maintain equipment and cause excessive repair costs, loss of equipment, and negatively impact work production. Negligence could also cause physical harm to the general public, operator and/or crew member. Employees of the State may be held liable for their own actions as a result of' their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with representatives from other public and private Local Agencies as well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to bend, stoop, climb, kneel, reach, push, pull, stand, sit and operate equipment for long periods of time. May be required to assist in the clean up of various types of accidents involving personal injury to others and/or hazardous spills. Must have the ability to lift and move heavy objects. Must have ability to develop and maintain cooperative working

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.

relationships, respond appropriately to difficult situations, recognize emotionally charged issues· problems, and acknowledge the various responses. Employee must be able to work alone and with others.

WORK ENVIRONMENT

The incumbent may be exposed to and work in loud noise, dust, chemicals, extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. The incumbent will be required to wear all personal protective equipment and follow all policies, and procedures. Will be required to work rotating or irregular shifts, including weekends, nights, holidays, overtime, and be able to respond to after-hour emergencies.

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.