STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

# POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
|---|---|---|
| Stationary Engineer | D3/Traffic Operations, RTMC, Unit 0396 | |
| WORKING TITLE | POSITION NUMBER | REVISION DATE |
| Stationary Engineer - RTMC | 903-350-6712-001 | 10/28/2026 |

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

## GENERAL STATEMENT:

Working under the direction of the Regional Transportation Management Center (RTMC) Branch Chief (a Senior Transportation Engineer), the Stationary Engineer is responsible for a variety of skilled work in the operation, maintenance, servicing and repair including but not limited to HVAC systems including ventilation of office and maintenance building, boiler systems, electrical components, interior and exterior lighting, transformers, back flow testing, fire pumps, water, air compressors, all types of motors, single and multi-phase electrical circuits up to 550 volts, and other mechanical systems for the RTMC building. The Stationary Engineer may be required to work alternate shifts such as but not limited to 5/40, nights and /or weekends. Will be required to work overtime and must be able to respond after hours to emergency calls or special projects. Must be able to climb and work from scaffolding and ladders, personnel hoists and lifts. The Stationary Engineer will develop, execute, and manage service contracts associated with the operations, upgrades, and repairs of the RTMC building, while developing an inventory of needs for future RTMC improvements. 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. Possession of a valid Driver's License is required when operating a state owned or leased vehicle.

## 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. (Safety, Equity - Collaboration, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Collaboration, Equity, 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. (Safety, Prosperity - Equity, Integrity, People First)
- **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 - Collaboration, Equity, Integrity)
- **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. (Equity - Innovation, People First, Stewardship)
- **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, Climate Action - Collaboration, Integrity, People First)
- **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, Equity - Collaboration, Innovation, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Collaboration, Equity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity - Equity, Integrity, People First)

## TYPICAL DUTIES:

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

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| | | |
|---|---|---|
| 35% | E | Perform building maintenance and repair; plan layouts and estimates costs of electrical, mechanical, and electronic systems; Prepare Purchase Orders for parts, supplies and equipment; calculate systems requirements to provide estimates for modification or replacement of systems. Prepares, executes, monitors, and manages a variety of service contracts, warranties, and purchase orders to maintain the building 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 puchasing processes for non credit card items. Ability to use a computer and software. 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. Must be able to evaluate procedures and work with other staff and consultants. |
| 30% | E | Operate, maintain, and repair heaters, pumps, valves, boilers, auxiliaries, and lines used in the distribution of steam and heated or processed water; Operate, repair, and maintain refrigerant compressors, condensers, evaporators, traps, transformer pumps, expansion valves, stop valves, and float valves, together with all refrigerant lines and devices used to control temperatures; operate, maintain and repair air compressors, together with distribution lines and all valves and devices for air control; 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 filters, softeners, piping and pumps used in conjunction with water distribution, including all sinks and toilet bowls, supply lines and water lines; operate, repair and 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 and elevators; 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 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. Develop inventory of needs for RTMC improvements in coordination with RTMC management and staff. |
| 25% | E | Conducts inspections and troubleshoots electrical and mechanical equipment. Prepares and maintains accurate records, reports, and other documentation. Ensures mandated inspections and fees are processed in a timely manner. Processes invoices for payment of facility related work in accordance with the prompt payment act. |
| 10% | M | Lead and train subordinate and less senior personnel, and advise them of unusual problems, procedures, and practices. Attend and complete mandated training and other training requirements. Provide regular (weekly) status reports to managers. |

[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
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. 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. Possess and maintain a valid Driver license. Ability to work in confined spaces. Must be able to analyze various work situations accurately and make sound decisions. Ability to initiate and manage contracts for RTMC building 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

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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

While at their base of operation, employee 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

While at their base operation, employee will work in a climate-controlled office under artificial lighting and be required to sit or stand for prolonged periods. Incumbent must follow all policies, procedures and safe working practices. Employee will also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat and cold.
The incumbent must be able to respond to reported system failures that may occur on short notice. These incidents may occur anytime, during the day or night and on weekends or holidays and in any type of weather.

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 |

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